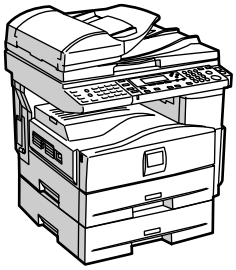
Operating Instructions

Facsimile Reference



1 Transmission

2 Send Settings

3 Reception

4 Changing/Confirming Communication Information

5 Fax via Computer

6 Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

Important

- ❒ Media differ according to manual.
- ❒ The printed and electronic versions of a manual have the same contents.
- ❒ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- ❒ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

❖ About This Machine

Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

❖ Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables.

❖ Security Reference

This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered with, or prevent the machine from unauthorized use.
Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ Copy Reference

Explains Copier functions and operations. Also refer to this manual for explanations on how to place originals.

❖ Facsimile Reference

Explains Facsimile functions and operations.

❖ Printer Reference

Explains Printer functions and operations.

❖ Scanner Reference

Explains Scanner functions and operations.

❖ Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.
This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

❖ Other manuals

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - Auto Document Link Guide

Note

❒ Manuals provided are specific to machine types.

❒ For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

❒ "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

❒ The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional *1	DeskTopBinder

*1 Optional

TABLE OF CONTENTS

Manuals for This Machine i
How to Read This Manual 1
Symbols 1
Name of Major Item 1
Names of Major Functions 1
Reading the Display 2
Reading the Display Panel and Using Keys 3
Function List 5

1. Transmission

Transmission Modes 9
Selecting Type of Transmission 10
Memory Transmission 11
Sending multiple originals using the exposure glass (Memory Transmission) 14
Parallel Memory Transmission 15
Automatic Redial 15
Dual Access 16
Simultaneous Broadcast 16
If memory runs out while storing an original 17
ECM (Error Correction Mode) 17
Immediate Transmission 17
Sending multiple originals using the exposure glass (Immediate Transmission) 19
IP-Fax Functions 20
Terminology 22
Notes on Using IP-Fax 23
Functions Not Available for IP-Fax Transmission 23
Internet Fax Functions 24
Notes on Using Internet Fax 26
Functions Not Available for E-mail Transmission 27
Functions Not Available for E-mail Reception 27
E-mail Subject 27
T.37 Full Mode 28
Placing Originals 29
Acceptable Original Sizes 31
Paper Size and Scanned Area 31
Detecting Blank Sheet 32
Scan Settings 34
Original Type 34
JBIG Transmission 35
Resolution 35
Image Density (Contrast) 36
Mixing Scan Settings for a Multiple Page Original 37
Specifying a Destination 38
Sending Over a Fax Line 38
Entering a pause 39
Entering a tone 39
Sending by IP-Fax 41
Regarding IP-Fax destinations 43

Sending to an E-mail Address....44
Bypassing the SMTP server....47
Using the Quick Dial Keys....49
Specifying a destination using the Quick Dial key....49
Specifying a group of destinations using the Quick Dial key....50
Checking the Specified Destination....52
Redial....53
Programming Destinations in the Address Book....55
Programming Destinations from Check Destination Screen....56
Programming Destinations from Redial Screen....57
Searching for a Destination in the Address Book....58
Search by Name....59
Search by Destination List....61
Search by Registration Number....62
Search by Fax Number....64
Search by E-mail Address....66
Search by IP-Fax Destination....68
Search by LDAP Server....70
On Hook Dial....73
Manual Dial....75
Memory Storage Report....76
Canceling a Transmission....77
Before the Original Is Scanned....77
While the Original Is Being Scanned....77
While the Original Is Being Transmitted....78
Before the Transmission Is Started....79

2. Send Settings

Sending at a Specific Time (Send Later)....81
Sender Settings....83
E-mail Options....86
Entering the Subject....86
Requesting a Reception Notice....88
Fax Header Print....90
Label Insertion....91
Setting SUB Codes for Transmission....93
Setting a Password....95
Setting SEP Codes for Reception....96
Entering a Password....98
SEP Code RX Reserve Report....98
SEP Code RX Result Report....99
Two-Sided Transmission (Double-Sided Transmission)....100

3. Reception

Types of Reception....103
Immediate Reception....103
Memory Reception....104
Substitute Reception....105
Receiving documents unconditionally....105
Receiving documents according to parameter-specified settings....106

Reception Modes **107**
Auto Switch 107
Manual Reception 107
Auto Reception 108
Switching the Reception Mode 108
Receiving Internet Fax Documents **109**
Auto E-mail Reception 109
Manual E-mail Reception 110
Received Images 110
Reception Functions **112**
Forwarding Received Documents 112
SMTP Reception Using Internet Fax 113
Routing e-mail received via SMTP 114
JBIG Reception 115
Auto Fax Reception Power-Up 116
Printing Options **117**
Print Completion Beep 117
Checkered Mark 117
Centre Mark 118
Reception Time 118
Page Separation and Length Reduction 119
TSI Print (Transmitting Subscriber Identification Print) 119
If There Is No Paper of the Correct Size 120
Setting priority trays 120
Just size printing 121

4. Changing/Confirming Communication Information

Printing a List of Files in Memory (Print TX Standby File List) **123**
Printing a File from Memory **125**
Checking the Transmission Result (TX File Status) **127**
Confirming on Display 127
Confirming by Report 128
Confirming by E-mail 129
Confirming by Report and E-mail 129
Communication Result Report (Memory Transmission) 130
Immediate TX Result Report (Immediate Transmission) 131
Communication Failure Report 132
Checking the Reception Result (RX File Status) **133**
Confirming on Display 133
Confirming by Report 134
Journal 134
Printing the Journal **135**
Journal 136
Transmitting Journal by E-mail 138
Journal by e-mail 138
Printing a File Received with Memory Lock **139**

5. Fax via Computer

Sending Fax Documents from Computers 141
Before Use 142
Using the Software 142
LAN-Fax Driver 143
Address Book 143
LAN-Fax Cover Sheet Editor 144
Auto Run program 144
Installing Individual Applications 145
Setting LAN-Fax Driver Properties 146
Setting print properties 146
Making settings for option configuration 147
Basic Transmission 148
Specifying a destination using a destination list 149
Specifying a destination using Address Book 149
Specifying a destination by directly entering a fax number, Internet Fax destination, or IP-Fax destination 150
Specifying Options 151
To send a fax document at a specific time 151
To print a sender stamp 152
To attach a cover sheet 152
To display preview 152
Saving as files 152
Checking Transmission Using LAN-Fax Driver 153
Confirming Transmission Results by E-mail 154
LAN-Fax Result Report 155
Printing and Saving 155
Editing Address Book 156
Programming new destinations 156
Editing programmed destinations 157
Deleting programmed destinations 158
Using the Machine's Address Book Data in the Destination List of the LAN-Fax 158
Editing Fax Cover Sheets 159
Creating a cover sheet 159
Attaching a created cover sheet 160
Managing Facsimile Functions Using SmartDeviceMonitor for Admin 161
LAN-Fax Operation Messages 161
Programming Destination Information from Web Browser 162
To Edit Machine Properties Already Programmed 162
To Add New Receiver 163

6. Appendix

Programming Frequently Used Functions to User Function Keys 165
Specifications 166
Specifications Required for the Internet Fax Destination Machines 168
Maximum Values 169
INDEX 170

How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ ***WARNING:***

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

⚠ ***CAUTION:***

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys that appear on the machine's display panel.

【 】

Indicates the names of keys on the machine's control panel.

Name of Major Item

Major item of this machine is referred to as follows in this manual:

- Auto Document Feeder capable of scanning both sides of a sheet → ARDF

Names of Major Functions

This machine's major functions are referred to in this manual as follows:

- Internet Fax (by specifying an e-mail address) → Internet Fax
- Internet Fax (by specifying an IPv4 address) → IP-Fax

Reading the Display

This section explains how to use the keys on the control panel and screen items.

The display guides you through operations, shows messages, machine status, and destinations registered in the destination lists.

If you press the 【**Facsimile**】 or 【**Clear Modes**】 key during operation, the standby screen appears.

Press the 【**OK**】 key to complete the settings.

Press the 【**Escape**】 key to return to the previous screen.

Note

❒ This machine automatically returns to standby mode if you do not use the machine for a certain period of time. You can select the period using the Facsimile Auto Reset Timer in System Settings.

❒ To return to the standby screen manually, do one of the following:

- If you have placed the original in the optional ARDF and have not pressed the 【**Start**】 key, remove the original.
- If you have not placed an original, press the 【**Clear Modes**】 key.
- If you are in User Tools mode, press the 【**User Tools/Counter**】 key.

Reference

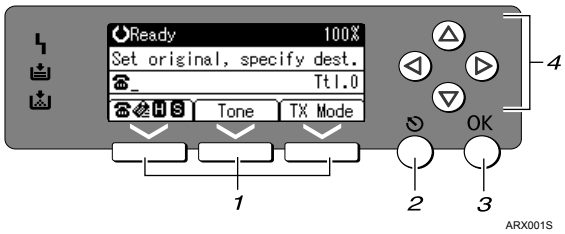
"System Settings", General Settings Guide

"Fax Features", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

Reading the Display Panel and Using Keys

This section explains screen items and their corresponding keys.



1. Selection keys

Correspond to items at the bottom line on the display.

Example: The standby display

- When the instruction "Press [☎ ✉ H S]" appears in this manual, press the left selection key.
- When the instruction "Press **[Tone]**" appears in this manual, press the middle selection key.
- When the instruction "Press **[TX Mode]**" appears in this manual, press the right selection key.

2. 【Escape】 key

Press to cancel an operation or return to the previous display.

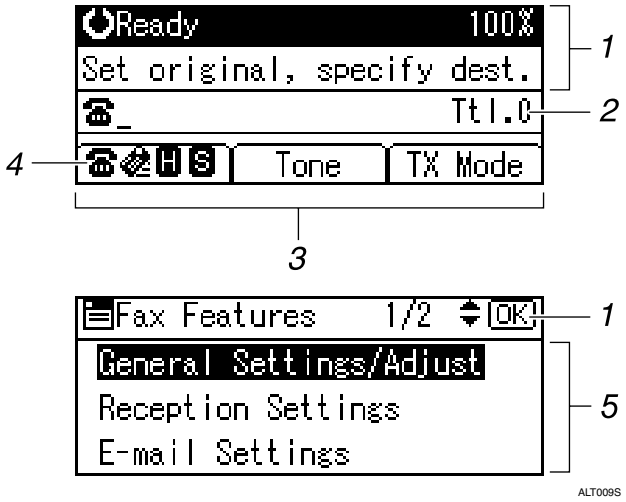
3. 【OK】 key

Press this to set numeric values, make settings, or select an entered item.

4. Scroll keys

Press to move the cursor to each direction one by one.

When 【▲】, 【▼】, 【►】 or 【◄】 appears in this manual, press the scroll key of the same direction.



1. **Machine status and message**
2. **Destination entry**
3. **Selection keys**
4. **Switches the destination between fax number, e-mail address and IP-Fax destination.**
5. **Selectable items**

Note

- ❒ The display will differ depending on installed optional units.
- ❒ You can change Internet Fax setting under E-mail Settings in the Fax Features menu.
- ❒ You can change IP-Fax settings under IP-Fax Settings in the Fax Features menu.

Reference

p.9 “Transmission Modes”

p.49 “Specifying a destination using the Quick Dial key”

p.58 “Searching for a Destination in the Address Book”

“Fax Features”, General Settings Guide

“Registering Addresses and Users for Facsimile/Scanner Functions”, General Settings Guide

Function List

This section explains various items that can be specified in the Fax Features menu.

Click the 【**User Tools/Counter**】 key to display the Fax Features menu. For details about the settings, see "Fax Features", General Settings Guide.

❖ General Settings/Adjust

Function name	Description
Adjust Sound Volume	Adjust the sound volume during On Hook Mode and Immediate Transmission.
Program Fax Information	Register the sender details that appear on the recipient's fax machine and faxed document.
On Hook Release Time	Use this function to specify a time to cancel On Hook mode after you transmit using On Hook dialing.
Set User Function Key	Frequently used functions programmed as User Function keys are shown on the menu immediately after the power is turned on.

❖ Reception Settings

Function name	Description
Switch Reception Mode	Specify the method for receiving fax messages.
RX Mode Auto Switch Time	In Auto Select mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically. You can change the number of rings with the Auto Switch Time.
Authorized Reception	Specify whether or not unwanted fax messages are to be screened out.
Checkered Mark	Specify whether or not a checkered mark is to be printed on the first page of received fax documents.
Center Mark	Specify whether or not a centre mark is to be printed halfway down the left side and at the top centre of each page received.
Print Reception Time	Specify whether or not received date and time are to be printed at the bottom of received fax messages.

❖ E-mail Settings

Function name	Description
Internet Fax Settings	You can select to display or not. When you want to send an Internet Fax, set On to display the icon.
Maximum E-mail Size	Use this setting to limit the size of sent e-mail, so that destinations that refuse e-mail over a certain size can still receive your e-mail. When this function is set to on, you cannot send e-mail that is larger than the specified limit.
SMTP RX File Delivery	This function is available on systems that allow routing of e-mail received via SMTP.

❖ IP-Fax Settings

Function name	Description
Enable H.323	Specify whether or not H.323 is used for IP-Fax transmission.
Enable SIP	Specify whether or not SIP is used for IP-Fax transmission.
H.323 Settings	Set the IPv4 address or host name of gate keeper, and alias telephone number.
SIP Settings	Set the SIP server's IPv4 address and SIP user name.
Gateway Settings	Register, change, or delete the gateway used for transmission to IP-Fax. Register to use the gateway without using the gatekeeper/SIP server.

❖ Administrator Tools

Function name	Description
Print Journal	Prints a Journal. Up to 50 of the latest results of transmission/delivery results can be checked on this machine.
Print TX Standby File List	Use this function to print the transmission standby file list.
Communication Page Count	Checks the transmission and reception, and totals on the display.
Memory Lock	When you switch Memory Lock on, received documents are stored in memory and not printed automatically.
Forwarding	Specify whether or not received fax messages are to be forwarded to a programmed receiver.
Folder TX Result Report	When a folder is included in the forwarding destination or the forwarding destination by special sender, the specified destination will be notified of the results of forwarding.
Parameter Setting	Parameter Setting allow you to customize various settings to suit your needs. To change function settings, set the Parameter Switches.
Program Special Sender	Program/Change/Delete Special Senders, perform initial setup, and print the Special Sender List. You can set functions for each sender if Special Senders are preprogrammed.
Program Memory Lock ID	Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.
Select Dial/Push Phone	Use this function to select a line type.
G3 Analog Line	You need to make the following settings for the G3 Analog Line before you connect the machine to a standard G3 analog line.
Menu Protect	Using Menu Protect, you can prevent unauthenticated users from changing the user tools.

Reference

"Fax Features", General Settings Guide

1. Transmission

This section explains basic transmission operations such as specifying a transmission mode or a destination.

Transmission Modes

There are two types of transmission:

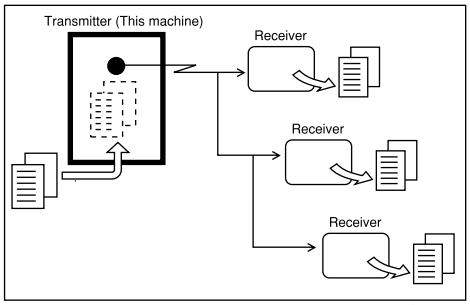
- Memory Transmission
- Immediate Transmission

Important

❒ It is recommended that you call the receiver and confirm with them when sending important documents.

❖ Memory Transmission

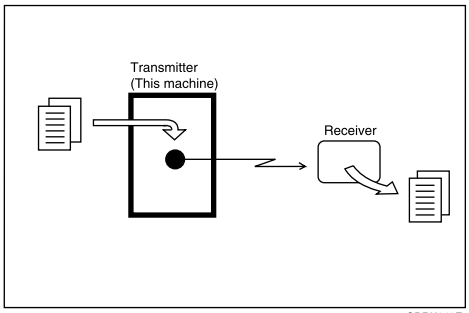
Transmission starts automatically after the original is stored in memory. This is convenient when you are in a hurry and want to take the document away with you. You can also send the same original to several destinations.



GFDOHO2E

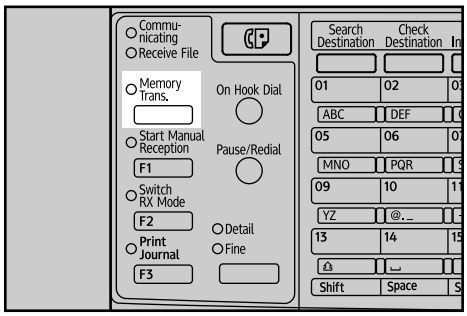
❖ Immediate Transmission

Immediately dials the destination number, and while scanning the original, sends it. It is very convenient when you want to send an original quickly or when you want to check the destination you are sending to. When using this type of transmission, the original is not stored in memory. You can only specify one address.



GDRH240E

You can change transmission mode by pressing the 【**Transmission Mode**】 key.



Check the indicator on the operation panel to see which mode is currently active. If it is not lit, Immediate Transmission mode is set.

Reference

p.15 “Parallel Memory Transmission”
p.16 “Simultaneous Broadcast”

Selecting Type of Transmission

You can select the transmission type: standard fax, IP-Fax, or Internet Fax.

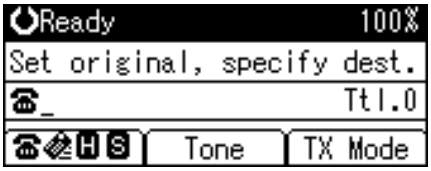
Switch between types of transmission by pressing the selection key displayed on the standby screen.

Important

❒ To select IP-Fax destinations or Internet Fax destinations, the optional printer/scanner unit must be installed. The display differs depending on whether or not the optional printer/scanner unit is installed.

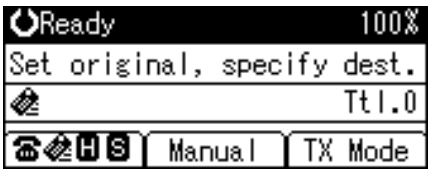
❖ When sending over a fax line

Press [☎ H S] to display ☎ in the destination display column.



❖ When sending to an e-mail address

Press [☎ H S] to display in the destination display column.



❖ **When sending by IP-Fax**

When using a gatekeeper server, press [☎/✉/H/S] to display H in the destination display column.

```
Ready                    100%
Set original, specify dest.
H_                       Ttl.0
☎/✉/H/S | Manual | TX Mode
```

When using a SIP server, press [☎/✉/H/S] to display S in the destination display column.

```
Ready                    100%
Set original, specify dest.
S_                       Ttl.0
☎/✉/H/S | Manual | TX Mode
```

Note

❒ If either "Enable H.323" (when using a gatekeeper) or "Enable SIP" (when using a SIP server) is selected in the Fax Features menu, ☎/✉/↔ is displayed in place of ☎/✉/H/S. Press [☎/✉/↔] to display ↔ in the destination display column.

Reference

p.20 "IP-Fax Functions"

p.24 "Internet Fax Functions"

"Fax Features", General Settings Guide

Memory Transmission

Memory transmission mode has standard fax, Internet Fax and IP-Fax.

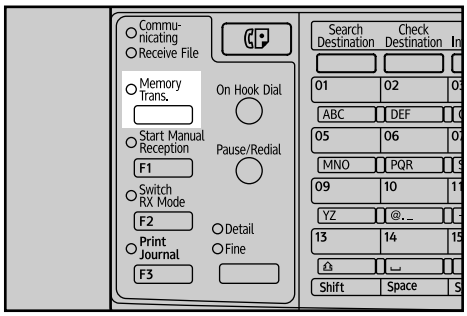
Important

❒ If there is a power failure (the main power switch is turned off) or the machine is unplugged for about twelve hours, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. Simply turning off the power by pressing the Operation switch does not delete stored documents. See "Troubleshooting When Using the Facsimile Function", Troubleshooting.

❒ If memory is full (0% appears on the top right corner of the display), Memory Transmission is disabled. Use Immediate Transmission instead.

1

1 Make sure that Memory Trans. indicator lights.



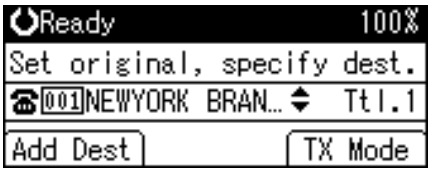
Normally Memory Transmission mode is selected.

If it is not lit, Immediate Transmission mode is selected. Press the 【**Transmission Mode**】 key.

2 Place the original.

3 Make the scan settings you require.

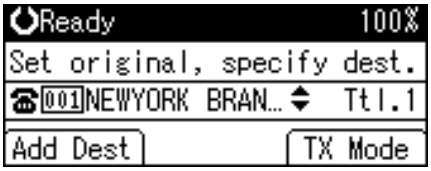
4 Using the number keys or a Quick Dial key, specify a destination.



To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

If you make a mistake, press the 【**Clear/Stop**】 key, and then enter the correct number.

5 When sending the same original to several destinations (broadcasting), press [Add Dest] to specify the destinations.



You do not have to press **[Add Dest]** when adding a destination using the destination list.

6 Specify the next destination.

```
Ready                    100%
Set original, specify dest.
☎0123456789_          Ttl.2
Add Dest | Tone | TX Mode
```

Pressing [☎✉HS] switches the type of transmission between fax number, e-mail address, and IP-Fax destination.

A fax number, e-mail address and IP-Fax destination can be specified simultaneously.

7 Press the [Start] key.

Note

- ❒ If the combined total number of programmed destinations exceeds the maximum value, only Immediate Transmission is possible.
- ❒ For the maximum number of destinations you can specify per file, see "Maximum Values".
- ❒ For the maximum number of destinations you can specify for all files (including files in memory), see "Maximum Values".
- ❒ For the maximum number of documents you can store in memory for Memory Transmission, see "Maximum Values".
- ❒ For the maximum number of pages you can store in memory (using A4 Standard <ITU-T #1 Chart>), see "Maximum Values".

Reference

p.34 "Original Type"
p.35 "Resolution"
p.36 "Image Density (Contrast)"
p.38 "Sending Over a Fax Line"
p.41 "Sending by IP-Fax"
p.44 "Sending to an E-mail Address"
p.49 "Specifying a destination using the Quick Dial key"
p.50 "Specifying a group of destinations using the Quick Dial key"
p.53 "Redial"
p.169 "Maximum Values"
"Fax Features", General Settings Guide
"Troubleshooting When Using the Facsimile Function", Troubleshooting

Sending multiple originals using the exposure glass (Memory Transmission)

Follow these steps to send multiple originals using the exposure glass.

1 **Make sure that Memory Trans. indicator lights.**

2 **Place the first page of the original face down on the exposure glass.**

3 **Specify a destination.**

```
Ready                    100%
Set original, specify dest.
001NEWYORK BRAN...  Ttl.1
Add Dest            TX Mode
```

4 **Make the scan settings you require.**

5 **Press the 【Start】 key.**

The machine starts scanning.

6 **Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.**

```
Set next page within
60 second(s), then press
Start key.
Press # key to finish.
```

7 **Repeat steps 4 to 6 for all originals.**

8 **Place the last original, and then press the 【#】 key.**

The machine dials the destination and starts transmission.

Parallel Memory Transmission

This function dials while the original is being scanned.

Standard Memory Transmission stores the original in memory, then dials the destination. However, Parallel Memory Transmission allows you to confirm the connection status quickly. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose.

Important

- ❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases:
  - When the line is busy and could not be connected to
  - With Send Later
  - When you store an original for Memory Transmission while another communication is in progress
  - When two or more destinations are specified
  - When an original is placed on the exposure glass, and then sent

Note

- ❒ You can turn this function on or off with the User Parameters (switch 07, bit 2) in the Fax Features menu.
- ❒ Standard Memory Transmission may be used instead of Parallel Memory Transmission if there is not enough free memory left.
- ❒ If you use this function, the Memory Storage Report will not be printed.
- ❒ If the 【**Clear/Stop**】 key is pressed, the original jams or memory runs out, Parallel Memory Transmission will stop. The Communication Result Report is printed and files are deleted.
- ❒ When using Parallel Memory Transmission, only the page number is printed on the header of the fax, the total number of originals is not automatically printed.

Reference

"Fax Features", General Settings Guide

Automatic Redial

If a fax document could not be sent because the line was busy or an error occurred during transmission, redial is attempted at five-minute intervals up to five times.

If redialing fails after four redials, the machine cancels the transmission and prints a Communication Result Report or Communication Failure Report.

Note

- ❒ If there are a large number of files stored in memory, documents might not be sent in the order they were scanned.

Dual Access

The machine can scan other documents into memory even while sending a fax document from memory, receiving a document into memory, or automatically printing a report. Since the machine starts sending the second document immediately after the current transmission ends, the line is used efficiently.

Note

❒ During Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Simultaneous Broadcast

Use this function to send the same original to multiple destinations simultaneously.

To specify multiple destinations, specify the first destination, and then specify the next destination by pressing **[Add Dest]**.

If you dial several destinations for the same document (broadcasting), the documents are sent in the order in which they were dialed. If the fax document could not be transmitted, the machine redials that destination after the last destination specified for broadcasting. For example, if you specify four destinations, A through D, for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

To check the transmission progress, print the TX file list.

If you specify a second transmission while broadcasting to several destinations, faxes are transmitted alternately to each remaining destination in the current and second broadcast.

For example, if you specify a broadcast to destinations A and B, and then specify a broadcast to destinations C and D while transmission to destination A is in progress, the machine sends the faxes in the following order: A, C, B, and then D.

If the previous file and next file are both on standby, these are also sent in the same order.

Note

❒ To avoid accidentally pressing the wrong Quick Dial key, you can set the machine so that each time a destination is added using a Quick Dial key, **[Add Dest]** must be pressed. Make the setting in User Parameters (switch 17, bit 2) in the Fax Features menu.

Reference

p.123 “Printing a List of Files in Memory (Print TX Standby File List)”

“Fax Features”, General Settings Guide

If memory runs out while storing an original

If you run out of memory while storing an original (free space reaches 0%), the "`Memory is full. Scanning will be stopped and only scanned page(s) will be stored.`" message appears. Press **[Exit]** to transmit stored pages only.

Note

- ❒ When this happens, only the scanned pages are sent. If you want to delete the scanned pages and cancel transmission in this case, contact your service representative.

ECM (Error Correction Mode)

If part of a transmission fails because of a line problem, the lost data is automatically resent.

Important

- ❒ For this function to work, the other machine must have ECM.
- ❒ This function is not available with Internet Fax.

Immediate Transmission

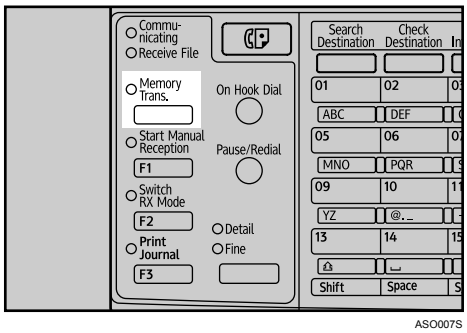
Immediate Transmission is possible with standard fax transmission and IP-Fax transmission.

Important

- ❒ Internet Fax is executed in only Memory Transmission that starts transmission automatically after storing documents in memory. If you specify Immediate Transmission in Internet Fax, the "`Try again after switching to memory transmission.`" message appears. When this happens, press **[Exit]**, and then switch to Memory Transmission.
- ❒ Group cannot be used for Immediate Transmission. You cannot send the same document to multiple destinations (broadcasting). If you specify a group, the "`Try again after switching to memory transmission.`" message appears. When this happens, press **[Exit]**, and then switch to Memory Transmission.

1

1 Make sure that Memory Trans. indicator is not lit.

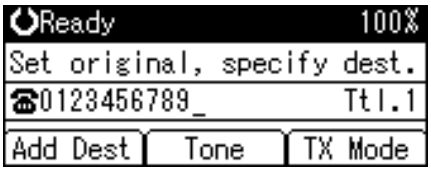


If Memory Trans. indicator is lit, press the 【**Transmission Mode**】 key to select Immediate Transmission mode.

2 Place the original.

3 Select the scan settings you require.

4 Using the number keys or a Quick Dial key, specify a destination.



To specify a destination using a Quick Dial key, see “Using the Quick Dial Keys”.

If you make a mistake, press the 【**Clear/Stop**】 key, and then enter the correct number.

5 Press the 【Start】 key.

The machine dials a destination.

Note

❒ Documents are not stored in memory.

Reference

p.34 “Original Type”
p.35 “Resolution”
p.36 “Image Density (Contrast)”
p.38 “Sending Over a Fax Line”
p.41 “Sending by IP-Fax”
p.49 “Specifying a destination using the Quick Dial key”
p.50 “Specifying a group of destinations using the Quick Dial key”
p.53 “Redial”

Sending multiple originals using the exposure glass (Immediate Transmission)

Follow these steps to send multiple originals using the exposure glass.

1. **Make sure that Memory Trans. indicator is not lit.**
2. **Place the first page face down on the exposure glass.**
3. **Specify a destination.**

```
Ready                    100%
Set original, specify dest.
001NEWYORK BRAN...  Ttl.1
Add Dest            TX Mode
```

4. **Make the scan settings you require.**
5. **Press the 【Start】 key.**
6. **Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.**

```
Set next page within
10 second(s), then press
Start key.
Press # key to finish.
```

7. **Repeat steps 4 to 6 for all originals.**
8. **Place the last original, and then press the 【#】 key.**

IP-Fax Functions

The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network.

This function has the following advantages and is suitable for communication within the same LAN:

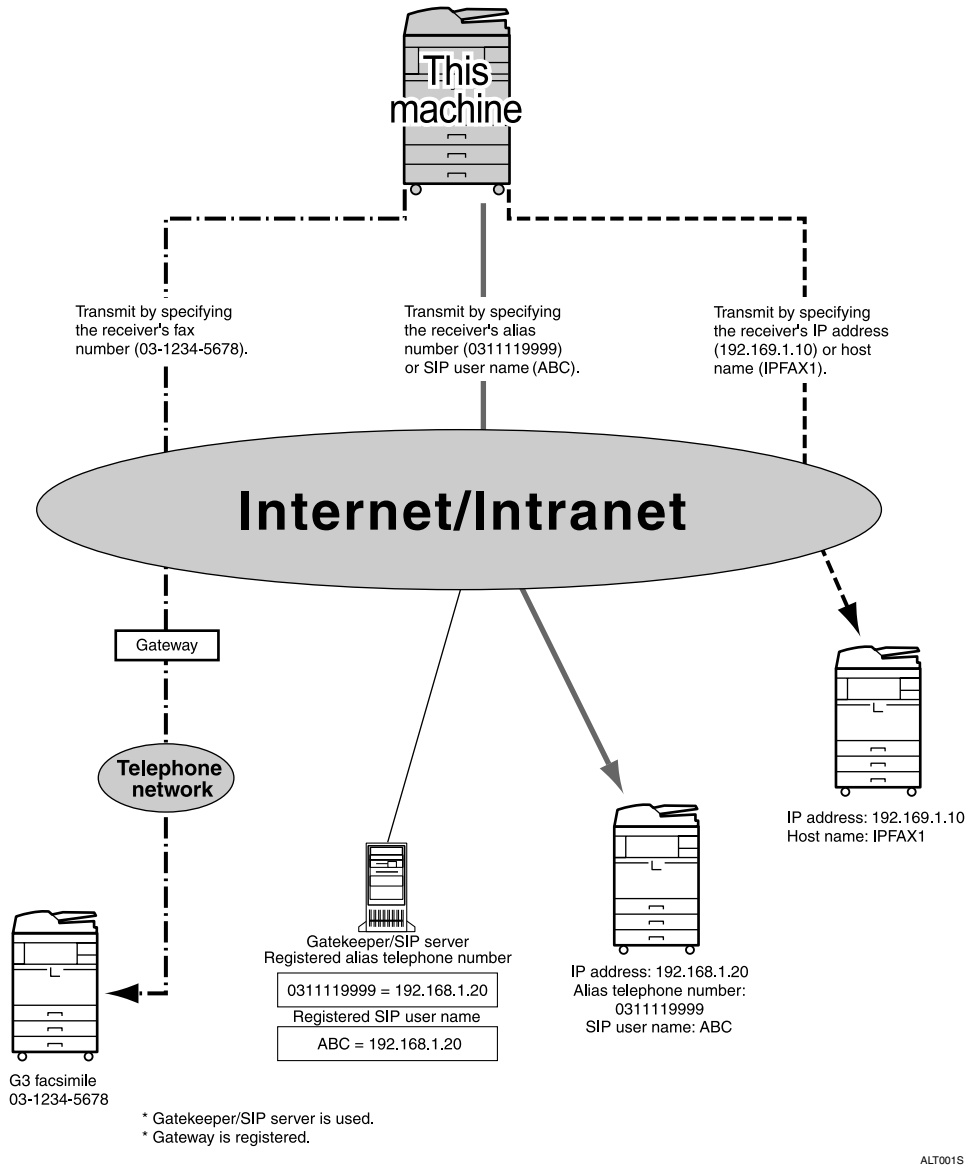
- Reducing communication costs
- Communicating between IP-Faxes at higher speed than by standard fax

IP-Fax uses SIP and H.323 as the network protocol.

Specify an IPv4 address or host name instead of a fax number for sending. When using a gatekeeper, specify its alias telephone number. When using a SIP server, you can send by specifying SIP user name. Specify addresses of the gatekeeper or SIP server (proxy server, register server, redirect server) as appropriate in IP-Fax Settings in the Fax Features menu.

You can also transmit to a G3 facsimile connected to the public switched telephone network (PSTN) via a gateway (T.38-compliant).

You can receive IP-Faxes in the same manner as standard faxes.



Important

- ❒ To use IP-Fax functions, the optional printer/scanner unit must be installed.
- ❒ To use IP-Fax functions, this machine must be connected to a LAN and set up correctly under IP-Fax Settings in Fax Features.
- ❒ Before using this function, configure the network in the System Settings menu.
- ❒ The facsimile function of this machine cannot be used with IPv6.

Note

- ❒ IP-Fax supported by this machine is ITU-T Recommendation T.38 compliant.

Reference
p.103 “Types of Reception”
“Connecting the Machine”, General Settings Guide
“System Settings”, General Settings Guide
“Fax Features”, General Settings Guide

Terminology

The following are words you should know when using IP-Fax:

❖ H.323

A multimedia communication protocol that sends or receives files via one-to-one communication over a LAN or the Internet.

❖ SIP

A communication control protocol for Internet telephone that utilizes VoIP (which converts voice information to IP packets) and is equipped with functions such as creating, modifying, and terminating sessions with one or more participants.

❖ Gatekeeper (VoIP gatekeeper)

A gatekeeper manages devices connected to an IP network and converts alias telephone numbers to IPv4 addresses and performs authentication functions. In addition, a gatekeeper governs band (transmission rate assignment) and access control.

❖ SIP server

A SIP server mediates connection requests between devices connected to an IP network and is composed mainly of servers that have the following three functions:

- Proxy server: Receives SIP requests and forwards them on behalf of the requestor.
- Register server: Receives information about a device's address within an IP network and registers them in the database.
- Redirect server: Used to inquire the destination address.

❖ Gateway (VoIP gateway)

A gateway connecting a telephone network and IP network, it has functions such as protocol conversion for connecting these different networks, and also connects communication devices (telephones, facsimiles, etc.) to a LAN or other network.

Notes on Using IP-Fax

The following are notes about using IP-Fax:

- You may not be able to send to a firewall-protected network.
- You cannot use telephones on a LAN.
- If a power outage lasts about twelve hours, or the machine is disconnected from the power outlet for about twelve hours, documents stored in the fax machine's memory are deleted. If any document is deleted, the Power Failure Report is automatically printed out when the main power switch is turned on. Use this report to check which documents were deleted. Simply turning off the power by pressing the Operation switch does not delete stored documents. See "Troubleshooting When Using the Facsimile Function", Troubleshooting.

Reference

"Troubleshooting When Using the Facsimile Function", Troubleshooting

Functions Not Available for IP-Fax Transmission

You can use the following functions with standard fax transmission, but not IP-Fax transmission:

- On hook dial
- Manual dial

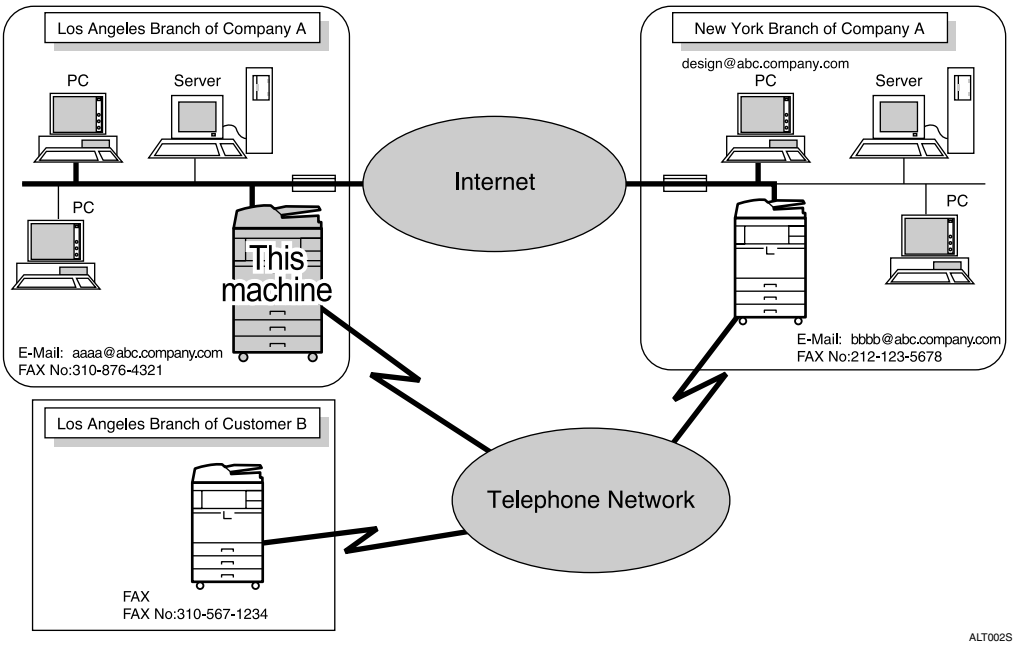
Internet Fax Functions

This machine converts scanned document images to e-mail format and transmits the data over the Internet.

The e-mail sent by this machine can be received by another Internet Fax machine.

Instead of dialing the telephone number of the destination you want to send to, you enter the relevant e-mail address.

You can also print or forward received e-mail messages.



Important

- ❒ To use Internet Fax functions, the optional printer/scanner unit must be installed.
- ❒ To use Internet Fax functions, this machine must be connected to a LAN and set up correctly under Internet Fax Settings in Fax Features.
- ❒ The facsimile function of this machine cannot be used with IPv6.
- ❒ To send Internet Fax documents, in the Fax Features menu, under E-mail Settings, set **[Internet Fax Settings]** to **[On]**. However, documents can still be forwarded or delivered to Internet Fax destinations even if **[Off]** is selected.
- ❒ To receive Internet Fax documents, in the System Settings menu, under File Transfer, set **[Fax E-mail Account]** to **[Receive]**.

Note

- ❒ The Internet Fax function supported by this machine is compliant with ITU-T Recommendation T.37.
- ❒ You can receive e-mail messages with an attached TIFF-F image from computers.
- ❒ Though Internet Fax documents are normally sent via an SMTP server, you can also send Internet Fax documents directly to their destinations without going through an SMTP server. To do this, program "Use SMTP Server" to a User Function key in advance.
- ❒ When sending Internet Fax documents, you can specify "Attach Subject" and "Return Receipt" in **[TX Mode]**.
- ❒ You can limit the size of transmitted e-mail messages in "E-mail Settings" of "Fax Features".
- ❒ See "Received Images" for how e-mail is actually received by the computer.
- ❒ For details about how to confirm the transmission result, see "Checking the Transmission Result (TX File Status)".
- ❒ When you transmit an Internet Fax specifying a user code, and the email address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission.
- ❒ You cannot send e-mails to a destination as cc.

Reference

p.47 "Bypassing the SMTP server"

p.86 "Entering the Subject"

p.88 "Requesting a Reception Notice"

p.110 "Received Images"

p.127 "Checking the Transmission Result (TX File Status)"

"Connecting the Machine", General Settings Guide

"System Settings", General Settings Guide

"Fax Features", General Settings Guide

Notes on Using Internet Fax

The following are notes about using Internet Fax:

1

- When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size. If the receiver's machine is compliant with the T.37 full mode, originals are sent at the size specified in the Address Book.
- When using Internet Fax transmission, documents are sent at “Detail” resolution, even if you have specified “Fine”. To send a document at “Fine”, configure the Full Mode when registering the destinations in the Address Book.
- If a transmission is not successful, this machine usually receives an e-mail error notification. However, e-mail error notifications may not be transmitted for various reasons. It is recommended that you confirm receipt of important document by calling the other party.
- The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications.
- Voice communication is not supported over a LAN.
- Internet Fax delivery might be delayed due to network congestion. Use Internet Fax transmission that bypasses the SMTP server, a public telephone line fax, or IP-Fax whenever communication time is a concern.
- If a power outage lasts about twelve hours, or the machine is disconnected from the power outlet for about twelve hours, documents stored in the fax machine's memory are deleted. If any document is deleted, the Power Failure Report is automatically printed out when the main power switch is turned on. Use this report to check which documents were deleted. Simply turning off the power by pressing the Operation switch does not delete stored documents. See “Troubleshooting When Using the Facsimile Function”, Troubleshooting.
- You may not be able to send large files as e-mail, depending on e-mail environment conditions.
- When available memory is low, you may not be able to send Internet Fax documents.
- Because the machine sends documents as e-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a computer.
- With a large volume of document, it may take some time before transmission starts. This is due to the time the machine requires to convert the data in memory.

Reference

p.28 “T.37 Full Mode”

p.31 “Paper Size and Scanned Area”

p.47 “Bypassing the SMTP server”

“Troubleshooting When Using the Facsimile Function”, Troubleshooting

Functions Not Available for E-mail Transmission

The following functions are supported with standard fax transmission, but not with Internet Faxing.

- Immediate Transmission
- Transmission by SUB Code
- On Hook Dial
- Manual Dial
- JBIG Transmission
- ECM (Error Correction Mode)

Functions Not Available for E-mail Reception

The following functions are supported with standard fax reception, but not with Internet Faxing.

- Memory Lock Reception
- SEP Code reception
- Authorized Reception

E-mail Subject

If you send e-mail without specifying a subject, a subject is automatically inserted. Subjects differ depending on Stamp Sender Name settings.

❖ **When Stamp Sender Name is set to on:**
From Sender Name(Fax Message NO.xxxx)

❖ **When Stamp Sender Name is set to off:**

- If Own Fax Number and Own Name are programmed:
  From “Own Fax Number”(“Own Name”)(Fax Message NO.xxxx)
- If only Own Fax Number is programmed:
  From “Own Fax Number”(Fax Message NO.xxxx)
- If only Own Name is programmed:
  From “Own Name”(Fax Message NO.xxxx)
- If neither Own Fax Number nor Own Name are programmed:
  Fax Message NO.xxxx

Note

❒ “xxxx” is the document number that appears in the Journal.

Reference

p.83 “Sender Settings”

T.37 Full Mode

This machine is T.37 full mode compatible. T.37 full mode is an international standard for Internet Fax transmission. (ITU-T Recommendation, RFC2532)

When an Internet Fax communication is made between T.37 full mode compatible machines, the receiver side sends the return receipt (dispatched) in response to the reception notice request attached to the sent e-mail. This return receipt includes the receiver's reception capability information (compression type, paper size, and resolution). When the receiver is programmed in the Address Book as the full mode destination, the sender side automatically registers the received information in the Address Book. This allows you to send a subsequent Internet Fax document to that receiver based on this information.

❖ Returning a Return Receipt

When e-mail is received, if the sender requests reception notice, the receiver sends a return receipt that includes the receiving machine's capability (compression type, paper size, and resolution).

❖ Registering the Received Reception Confirmation Contents

When the sender receives the return receipt that includes the receiver's reception capability, the sender checks that the final recipient address sent is programmed in the Address Book. If it is programmed as a full mode destination, the sender automatically registers the receiver's reception capability. The registered reception capability is updated each time the sender receives new reception capability information. The sender can send documents to the receiver based on this information.

If the receiver is programmed as the simple mode machine or not programmed in the Address Book, the receiver's reception capability cannot be registered.

If you know the receiver's reception capability, you can set it manually.

❖ Requesting a Reception Notice

When the receiver's machine supports T.37 full mode and is programmed as a full mode machine in the Address Book, the machine requests the reception notice from the receiver. Then, the machine will receive the return receipt (sent) that includes the receiver's reception capability.

Note

- ❒ Use Web Image Monitor to manually program a receiver's reception capability information.
- ❒ If you use Internet Fax transmission, you can send documents to multiple destinations at once. However, if you specify full mode destinations, since each destination may have a different reception capability, transmission is done one by one in the specified transmission order.

Reference

p.88 “Requesting a Reception Notice”

p.162 “Programming Destination Information from Web Browser”

Placing Originals

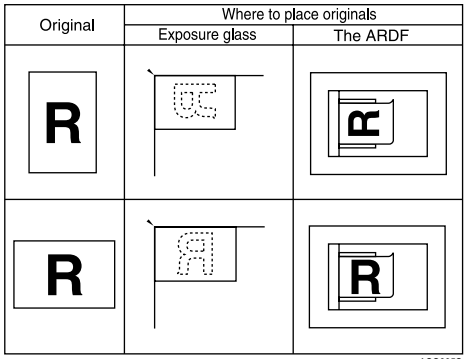
Place the original either on the exposure glass or in the optional ARDF. For details about how to place originals, see the following:

- Placing originals on the exposure glass
  "Placing Originals on the Exposure Glass", Copy Reference
- Placing originals in the optional ARDF
  "Placing Originals in the ARDF", Copy Reference
  "Non-compatible originals for the ARDF", Copy Reference

Important

❒ Do not lift the ARDF while using it to scan originals.

❖ How to place A4, B5 JIS (Japanese Industrial Standard), A5, $5^1/_2$"×$8^1/_2$", $8^1/_2$"×11", and $8^1/_2$"×14" size originals



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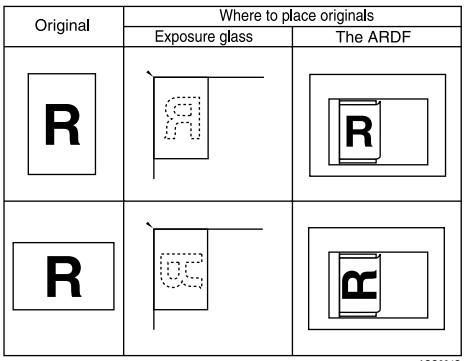
❖ How to place A5 and $5^1/_2$"×$8^1/_2$" size originals



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Note

- ❒ To scan multiple originals using the ARDF, set originals in a stack.
- ❒ When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's machine. If the receiver does not use paper of the same size and orientation as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided across two or more sheets. When sending an important original, ask the receiver about the size and orientation of the paper in their machine.
- ❒ Documents longer than 1000 mm (39") must be sent by memory transmission (immediate transmission may not be possible).
- ❒ If an original jams, press the 【**Clear/Stop**】 key, and then carefully remove the original.
- ❒ Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will become marked and those marks will appear on the received image.
- ❒ You can send the first page from the exposure glass then the remaining pages from the ARDF. You cannot change from the ARDF to the exposure glass. When transmitting from memory, see “Sending multiple originals using the exposure glass (Memory Transmission)”. When sending immediately, see “Sending multiple originals using the exposure glass (Immediate Transmission)”.
- ❒ When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size. If the receiver's machine is compliant with the T.37 full mode, originals are sent at the size specified in the Address Book.
- ❒ Information about this machine is printed at the destination. This information is printed on the side of the paper that is to your left when placing the documents on the exposure glass or the ARDF.
- ❒ For acceptable types of originals, see “Acceptable Original Sizes” and “Paper Size and Scanned Area”.

Reference

p.14 “Sending multiple originals using the exposure glass (Memory Transmission)”

p.19 “Sending multiple originals using the exposure glass (Immediate Transmission)”

p.28 “T.37 Full Mode”

p.31 “Acceptable Original Sizes”

p.31 “Paper Size and Scanned Area”

“System Settings”, General Settings Guide

“Placing Originals”, Copy Reference

Acceptable Original Sizes

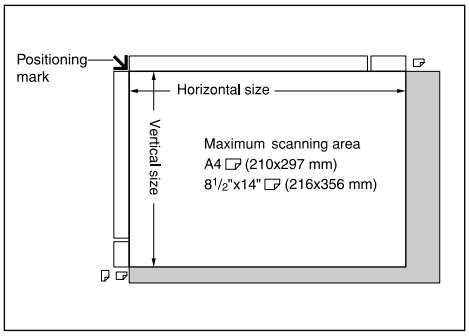
Where original is set	Acceptable original size	Maximum number of sheets	Paper thickness
Exposure glass	Up to A4 (210 × 297 mm), $8^1/_2$" × 14" (216 × 356 mm)	1	----
ARDF, one-sided document	A5 to A4 ▭ (up to 1200 mm long) $8^1/_2$" × $5^1/_2$" to $8^1/_2$" × 14"▭	50 sheets (80 g/m^2, 20 lb)	52-105 g/m^2 (14-28 lb)
ARDF, two-sided document	A5▭ to A4 ▭ (up to 356 mm long) $8^1/_2$" × $5^1/_2$"▭ to $8^1/_2$" × 14"▭	50 sheets (80 g/m^2, 20 lb)	64-105 g/m^2 (17-28 lb)

Paper Size and Scanned Area

Important

❒ If you place an original larger than A4, $8^1/_2$" × 14" on the exposure glass, only an A4, $8^1/_2$" × 14" area is scanned.

❖ Exposure Glass



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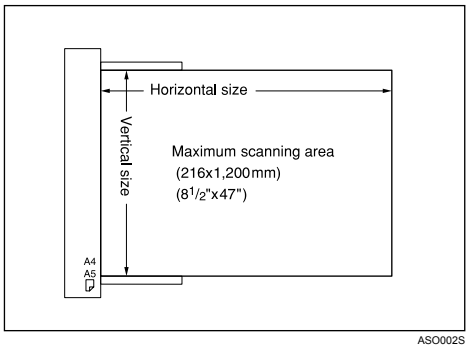
❖ ARDF



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❖ Maximum scan area

The following shows the maximum scan area:

- Memory Transmission: 216 × 1200 mm/$8^1/_2$" × 47" (W × L) from the ARDF
- Immediate Transmission: 216 × 1200 mm/$8^1/_2$" × 47" (W × L) from the ARDF
- 210 × 297 mm/$8^1/_2$" × 14" (W × L) (from the exposure glass)

Note

❒ There may be a difference in the size of the image when it is printed at the destination.

❒ Even if an original is correctly placed on the exposure glass or in the ARDF, a margin of 3 mm (0.1") around each edge of the original may not be sent.

❒ If the receiver uses paper of a smaller width than the original, the image is reduced to fit that paper.

❒ During Immediate Transmission, the length of the scanning range can become narrower than 1200 mm (47"), depending on the resolution as well as the settings on the destination machine.

Detecting Blank Sheet

Upon completion of the first page scanning, an alarm sounds if the page is nearly blank.

Important

❒ The blank sheet-detecting function works only when an original is scanned using the ARDF.

❒ The blank sheet-detecting function is ineffective for second and subsequent pages.

This function notifies you if an original is placed wrong side down on the scanner. When this happens, a message appears for a few seconds. The message differs depending on number of pages to be scanned and transmission mode.

- When sending a document using Immediate Transmission or when all pages have been scanned in Memory Transmission:

```
Some page(s) are near
blank.
                Exit
```

- When some pages are left unscanned in Parallel Memory Transmission or Memory Transmission:

```
Some page(s) are near
blank.
To cancel, press Stop.
                Exit
```

Note

- ❒ Even if a near blank sheet is detected, it is transmitted as normal.
- ❒ You can turn this function on or off with the User Parameter (switch 11, bit 2) in the Fax Features menu.
- ❒ To cancel scanning if a blank sheet is detected, press the 【**Cancel/Stop**】 key.

Reference

"Fax Features", General Settings Guide

Scan Settings

1

You may want to send many different types of fax documents. Some of these may be difficult to reproduce at the receiver's end. However, the machine has three settings that you can adjust to help you transmit the document with the best possible image quality.

❖ **Original Type:**
Text, Photo

❖ **Resolution:**
Standard, Detail, Fine

❖ **Image Density (Contrast):**
Manual Image Density (five levels)

Original Type

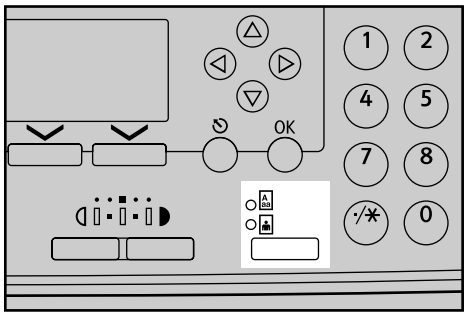
To optimize image clarity, select the appropriate original type.

The following settings for original types are available:

❖ **Text**
Select Text to send high-contrast black-and-white image originals. Use this setting when you only want to send clearer text, even if the original contains text and photographs.

❖ **Photo**
Select Photo to send an original containing a halftone image, such as a photograph or a colour original.

1 Press the 【Original Type】 key for the type you require.



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Press the 【Original Type】 key to switch between Text and Photo.

Note

❒ If you select Photo, the transmission will take longer than when Text is selected.

❒ If you send a fax document with Photo and the background of the received image is dirty, reduce the density setting and resend the fax.

Reference

p.36 “Image Density (Contrast)”

JBIG Transmission

If you use JBIG (Joint Bi-level Image experts Group) compression, you can send originals scanned using Photo faster than with other compression methods.

Important

- ❒ This function is not available with the Internet Fax function.
- ❒ This function requires that the other party's fax machine has both the JBIG function and ECM function.

Resolution

This section explains how to set the resolution of the original.

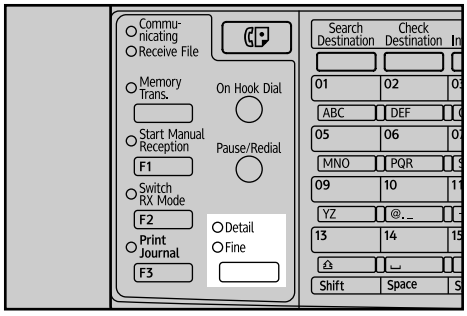
Images and text are scanned into the machine by converting them to a sequence of dots. The density of the dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution have high quality but transmission takes longer. Conversely, low resolution scanning results in lower quality but the original is sent more quickly. Select the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8 x 3.85 lines/mm, 200 x 100 dpi)**
Select for originals containing normal size characters.

❖ **Detail (8 x 7.7 lines/mm, 200 x 200 dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Fine (8 x 15.4 lines/mm, 200 x 400 dpi)**
Select for originals with fine details or when you require the best possible image clarity. This resolution is four times finer than Standard.

1 Press the 【Resolution】 key to switch between resolutions.



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The indicators above the key show the current selection.

When both indicators are unlit, Standard is selected.

1

Note

- ❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution that is supported. You can check the resolution at which you actually sent by printing the Journal.
- ❒ The machine supports reception at both Standard and Detail resolution.
- ❒ When using Internet Fax transmission, documents are sent at “Detail” resolution, even if you have specified “Fine”. To send a document at “Fine”, configure the Full Mode when registering the destinations in the Address Book.

Reference

p.28 “T.37 Full Mode”

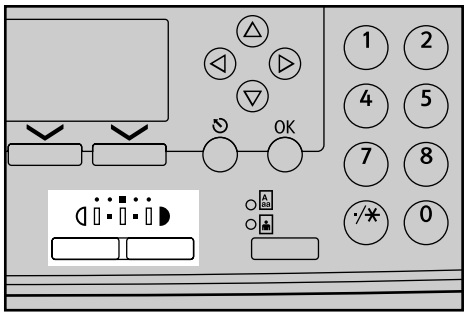
p.135 “Printing the Journal”

Image Density (Contrast)

Adjust the image density for scanning originals.

Use the 【**Image Density**】 key to vary the image density within 5 levels.

1 Press the 【Lighter】 or 【Darker】 key to change the density from five density level.



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Each key press moves the indicator one place.

Mixing Scan Settings for a Multiple Page Original

When sending an original of several pages, you can select a different image density, resolution, and original type setting for each page.

It is recommended that originals be placed on the exposure glass when mixing scan settings for a multiple page original.

❖ When placing originals on the exposure glass

① Check which pages you want to scan with different settings.

② Remove the previous page and place the next page that you checked on the exposure glass.

③ Select the image density, resolution, and original type.
You have about 60 seconds (10 seconds for Immediate Transmission) to select density, resolution, and original type. The time remaining is shown on the display.

```
Set next page within
45 second(s), then press
Start key.
Press # key to finish.
```

Adjust the settings for each page before you press the 【**Start**】 key.

❖ When placing originals in the optional ARDF

① Check which pages you want to scan with different settings.

② Select the image density, resolution, and scan type before the page you want to change the settings for starts being scanned.
Depending on what time the scan settings are adjusted, the settings may not be reflected in the resulting operation.

Specifying a Destination

This section explains how to specify a destination.

Fax numbers, IP-Fax destinations, and e-mail addresses can be specified.

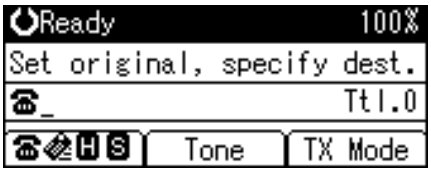
Note

❒ The display shows the percentage of free memory space for storing originals. Since fax numbers, IP-Fax destinations and e-mail addresses are programmed in separate memory, dialing fax numbers using the number keys does not change the percentage on the display.

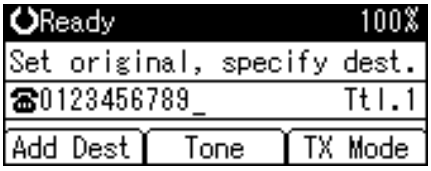
Sending Over a Fax Line

Enter numbers directly using the number keys on the right side of the control panel.

1 Press [☎✉HS] to switch the destination to fax number.



2 Enter the fax number using the number keys.



To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

If you make a mistake, press the 【Clear/Stop】 key, and then enter again.

3 Press the 【Start】 key.

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

Note

❒ You can insert pauses and tones in a fax number.

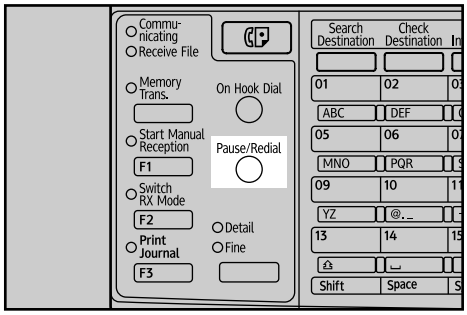
❒ For the maximum number of digits for a destination, see "Maximum Values".

Reference

p.39 "Entering a pause"
p.39 "Entering a tone"
p.49 "Using the Quick Dial Keys"
p.169 "Maximum Values"

Entering a pause

Press the 【**Pause/Redial**】 key when dialing or storing a number to insert a pause of about two seconds.



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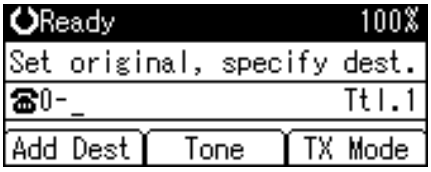
Note

- ❒ If you press the 【**Pause/Redial**】 key at the first digit, the Redial screen appears.
- ❒ A pause is shown as a "-" on the display.



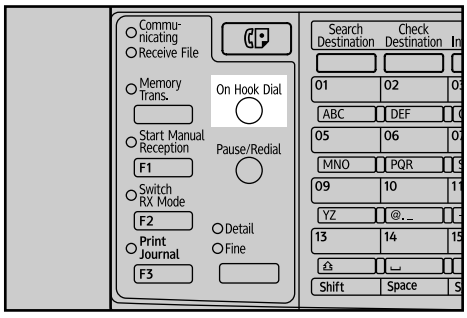
- ❒ You can also program numbers including pauses in the destination list.

Entering a tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press **[Tone]**, the machine dials the number using tonal signals.

This section explains how to use the tone function with On Hook Dial as an example.

1 **Press the 【On Hook Dial】 key.**



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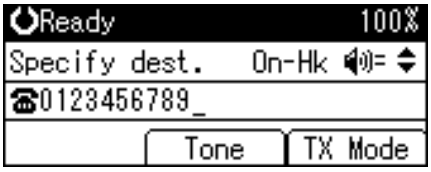
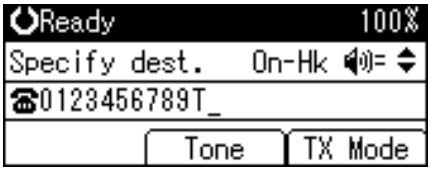
1

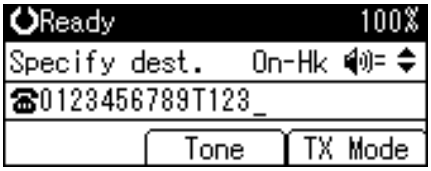
2 **Enter the fax number using the number keys.**



3 **Press [Tone].**



4 **Enter the number you want to tone dial using the number keys.**



5 **Press the 【Start】 key.**

The transmission starts.

If you want to cancel a transmission, press the 【Clear/Stop】 key, and then remove the originals.

After transmission, the standby display appears.

Note

- ❒ Certain services may be unavailable even when using the Tone function.
- ❒ A tone is shown as a "T" on the display and the next numbers are dialed using tonal signals.

Sending by IP-Fax

This section explains how to specify a destination using IP-Fax transmission.

When using IP-Fax transmission, specify the IP-Fax destination (IPv4 address, host name, or alias telephone number) in place of the fax number.

Important

❒ To use IP-Fax functions, the optional printer/scanner unit must be installed.

1 Press [☎ H S] to switch the destination to IP-Fax destination.

When using a gatekeeper server, select H.

When using a SIP server, select S.

```
Ready                    100%
Set original, specify dest.
H_                       Ttl.0
☎ H S | Manual | TX Mode
```

2 Press [Manual].

```
Ready                    100%
Set original, specify dest.
H_                       Ttl.0
☎ H S | Manual | TX Mode
```

To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

3 Enter the IP-Fax destination, and then press the 【OK】 key.

```
IP-Fax Destination:      [OK]
Enter destination.
abc | 192.168.0.11_
```

If you enter an incorrect character, press the 【Clear/Stop】 key. Then, re-enter the characters correctly.

To change the IP-Fax destination after pressing the 【OK】 key, press **[EditDest]**, re-enter an IP-Fax destination, and then press the 【OK】 key.

```
Ready                    100%
Set original, specify dest.
H 192.168.0.11     ⬍     Ttl.1
Add Dest | EditDest | TX Mode
```

1

4 **To add a destination, press [Add Dest].**

```
Ready                    100%
Set original, specify dest.
H192.168.0.11      ⇕  Ttl.1
Add Dest | EditDest | TX Mode
```

5 **Specify the next destination.**

```
Ready                    100%
Set original, specify dest.
H192.168.0.22      ⇕  Ttl.2
Add Dest | EditDest | TX Mode
```

To add another destination, repeat steps **4** and **5**.

6 **Press the 【Start】 key.**

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

Note

- ❒ Depending on security settings, **[Manual]** may not appear, and you may be unable to enter the IP-Fax destination.
- ❒ For a list of gateways (T.38-compliant), gatekeepers, or SIP servers that are certified as operable with this machine, contact your local reseller or service representative.
- ❒ Methods of entering a destination vary depending on the network settings made by the administrator. Ask the machine administrator for details. For details about entering the IP-Fax destination, see "Regarding IP-Fax destinations".
- ❒ To avoid accidentally pressing the wrong Quick Dial key, you can set the machine so that each time a destination is added using a Quick Dial key, **[Add Dest]** must be pressed. Make the setting in User Parameters (switch 17, bit 2) in the Fax Features menu.
- ❒ For the maximum number of digits for a destination, see "Maximum Values".

Reference

p.20 "IP-Fax Functions"

p.43 "Regarding IP-Fax destinations"

p.49 "Using the Quick Dial Keys"

p.169 "Maximum Values"

"Entering Text", About This Machine

"Fax Features", General Settings Guide

Regarding IP-Fax destinations

Depending on the network to which this machine is connected or this machine's configuration, enter the IP-Fax destination as follows:

❖ When not using a gatekeeper/SIP server

- From IP-Fax to IP-Fax
  Specify the IPv4 address or host name of the receiving machine.
  Example: 192.168.1.10 (IPv4 address)
  Example: IPFAX1 (host name)
- From IP-Fax to G3 fax
  Specify the G3 fax telephone number of the receiving machine.
  Example: 0312345678

❖ When using a gatekeeper server

- From IP-Fax to IP-Fax
  Specify the alias telephone number of the receiving machine.
  Example: 0311119999 (alias telephone number)
- From IP-Fax to G3 fax
  Specify the G3 fax telephone number of the receiving machine.
  Example: 0312345678

❖ When using a SIP server

- From IP-Fax to IP-Fax
  Specify the SIP user name of the receiving machine.
  Example: ABC (SIP user name)
- From IP-Fax to G3 fax
  Specify the G3 fax telephone number of the receiving machine.
  Example: 0312345678

Note

❒ To send to a G3 fax via a gateway connected to a public telephone line, you must specify it's the receiver's machine telephone number. For example, if the receiver's fax number is “0312345678”, specify “5678”. To send from an IP-Fax to G3 fax without using gatekeeper or SIP server, you must register the gateway also.

❒ When you specify a destination with IP-Fax, depending on the receiver's network configuration, you may need to specify the IPv4 address and port number of the receiving machine. For example, if the receiver's IPv4 address is “192.168.1.10” and the port number is “2100”, specify “192.168.1.10:2100”. Ask the network administrator for details.

❒ When you specify a host name, depending on the receiver's network configuration, you may need to specify the host name and port number of the receiving machine. For example, if the receiver's host name is “IPFAX1”and the port number is “2100”, specify “IPFAX1:2100”. Ask the network administrator for details.

- ❒ An alias telephone number is a number that is registered in the gatekeeper, and is available only in the network to which the gatekeeper is connected.
- ❒ Pay attention to the number of telephone number digits set in the gateway/IPv4 address conversion table to avoid transmission error.

Sending to an E-mail Address

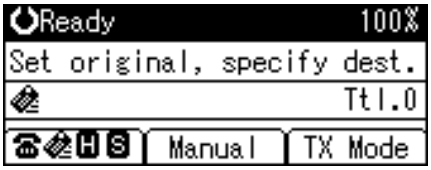
This section explains how to specify an e-mail address as a destination.

When using Internet Fax transmission, specify the e-mail address in place of the fax number.

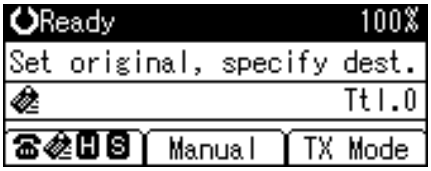
Important

- ❒ To use Internet Fax functions, the optional printer/scanner unit must be installed.
- ❒ In the destination list, register senders, specify their e-mail addresses, and register as **[Sender Only]** or **[Dest. & Sender]** in advance using "Address Book Management" in "System Settings".
- ❒ Internet Fax is executed in only Memory Transmission that starts transmission automatically after storing documents in memory. If you specify Immediate Transmission in Internet Fax, the "`Try again after switching to memory transmission.`" message appears. When this happens, press **[Exit]**, and then switch to Memory Transmission.

1 **Press [☎✉HS] to switch the destination to e-mail address.**



2 **Press [Manual].**



To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

3 Enter the e-mail address destination and then press the 【OK】 key.

```
E-mail Address:                    OK
Enter E-mail address.
abc   abc@abcd.com
```

If you enter an incorrect character, press the 【Clear/Stop】 key. Then, re-enter the characters correctly.

To change the e-mail address after pressing the 【OK】 key, press **[EditDest]**, re-enter an e-mail address, and then press the 【OK】 key.

```
Ready                          100%
Set original, specify dest.
abc@abcd.com                   Ttl.1
Add Dest | EditDest | TX Mode
```

4 To add a destination, press [Add Dest].

```
Ready                          100%
Set original, specify dest.
abc@abcd.com                   Ttl.1
Add Dest | EditDest | TX Mode
```

5 Specify the next destination.

```
Ready                          100%
Set original, specify dest.
def@abcd.com                   Ttl.2
Add Dest | EditDest | TX Mode
```

To add another destination, repeat steps 4 and 5.

6 Specify the sender.

For details about specifying senders, see “Sender Settings”.

7 Press the 【Start】 key.

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

1

Note

- ❒ Depending on security settings, **[Manual]** may not appear, and you may be unable to enter the e-mail address.
- ❒ For details about canceling a transmission, see "Canceling a Transmission".
- ❒ To avoid accidentally pressing the wrong Quick Dial key, you can set the machine so that each time a destination is added using a Quick Dial key, **[Add Dest]** must be pressed. Make the setting in User Parameters (switch 17, bit 2) in the Fax Features menu.
- ❒ For the maximum number of digits for a destination, see "Maximum Values".
- ❒ If "Auto Specify Sender Name" is set to "On", the sender is automatically specified and you can omit the procedure for specifying a sender. If "On" is selected, the specified e-mail address is printed at "From:". If no e-mail address is specified for the sender, or if the specified e-mail address is not programmed in the destination list, Internet Fax documents cannot be sent.

Reference

p.24 "Internet Fax Functions"

p.49 "Using the Quick Dial Keys"

p.77 "Canceling a Transmission"

p.83 "Sender Settings"

p.169 "Maximum Values"

"Entering Text", About This Machine

"System Settings", General Settings Guide

"Fax Features", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

Bypassing the SMTP server

You can send Internet Fax documents directly to their destinations without going through the SMTP server.

Important

- ❒ This function must be registered to a User Function key in advance.
- ❒ To use this function, the following settings must be made. For details about these settings, see "System Settings", General Settings Guide and "Using a Host Name Instead of an IPv4 Address", Network Guide.
  - In "System Settings", "SMTP" in "E-mail Communication Port", set the port number to "25".
  - To specify the host name of the other party as the domain part of the e-mail address, program the host name of the other party on the DNS server.
- ❒ If the other party's IPv4 address is not registered on the DNS server, specify the IPv4 address at the domain part of the e-mail address.
- ❒ To use this function, the other party's fax machine must be:
  - compatible with Internet Fax
  - connected to the same LAN as this machine
  - have its reception protocol set to SMTP
- ❒ SMTP authentication set on the other party's fax machine is disabled when Internet Fax is transmitted using this function.
- ❒ If an Internet Fax is transmitted from the other party using this function, even if reception is not successful, an Error Mail Notification is not sent to the sender.
- ❒ When an Internet Fax is transmitted using this function, even if transmission is not successful, the error e-mail is not sent from the server.
- ❒ When using this function, you cannot send Internet Fax documents to the administrator's e-mail address programmed on this machine.

You can send Internet Fax documents directly to their destinations without going through the SMTP server. Internet Faxes are normally transmitted via the SMTP server. However, with this feature the domain part of the destination's e-mail address is read as the SMTP server's address and transmissions bypass the SMTP server. Since this reduces load on the server, you can send faxes without having to take server to destination transfer time into account.

There are two ways of specifying a destination, as follows:

❖ Specify the other party's host name

Specify a destination's e-mail address by adding the other party's host name to the domain part of the e-mail address. Specify the address to the right of @ as follows: "host name", ". (dot)", and "domain name".
xxxx@host name of the other party.domain name
Example: The other party's e-mail address is "abc@defcompany.com" and the host name is "HOST"; abc@HOST.defcompany.com

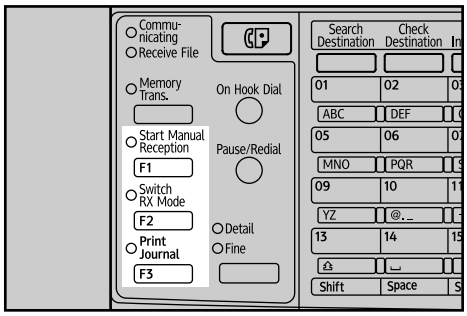
1

❖ Specify the other party's IPv4 address

Specify a destination's e-mail address by changing the domain part of the e-mail address to the other party's IPv4 address.
xxxx@[the other party's IPv4 address]
Example: The other party's e-mail address is “abc@defcompany.com” and the IPv4 address is “192.168.1.10”; abc@[192.168.1.10]

Follow these steps to bypass the SMTP server.

1 Press the User Function key registered to this function to turn off the indicator.



Note

- ❒ When you specify destinations directly using the number keys, you can specify whether or not to use the SMTP server for each destination.
- ❒ When you select destinations in the destination list, the SMTP server setting specified in the Address Book is enabled.
- ❒ To send Internet Fax documents from a computer, use the LAN-Fax Driver to specify whether or not to bypass the SMTP server. When sending with the **[Use device address]** check box selected, the SMTP server setting specified on this machine is enabled.

Reference

p.141 “Sending Fax Documents from Computers”

“System Settings”, General Settings Guide

“Fax Features”, General Settings Guide

“Registering Addresses and Users for Facsimile/Scanner Functions”, General Settings Guide

“Special Operations under Windows”, Network Guide

Using the Quick Dial Keys

You can specify a destination simply by pressing the Quick Dial key to which the destination's number is registered.

When a Quick Dial key is pressed, the destination it is registered to appears on the screen.

Pressing [☎✉HS] switches the destination list between fax number, e-mail address, and IP-Fax destination.

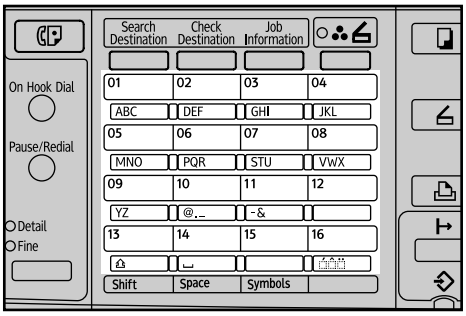
Important

- ❒ In the destination list, program an individual fax number, IP-Fax destination, e-mail address and/or groups of destinations.

Specifying a destination using the Quick Dial key

1 Press [☎✉HS] to switch the destination between fax number, e-mail address, and IP-Fax destination.

2 Press the Quick Dial key in which the destination's number is programmed.



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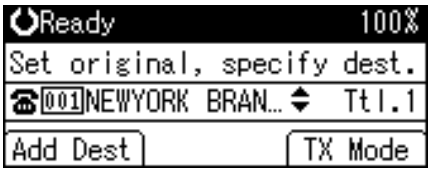
The destination's name is shown on the display.



If you make a mistake, press the 【Clear/Stop】 key and try again.

To select more destinations, repeat steps 1 and 2.

3 Press the 【Start】 key.

Note

- ❒ Destinations programmed can be checked using "Destination List" in "Administrator Tools" in "System Settings".
- ❒ You do not have to press **[Add Dest]** when adding a destination using the Quick Dial keys.

Reference

"System Settings", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

1

Specifying a group of destinations using the Quick Dial key

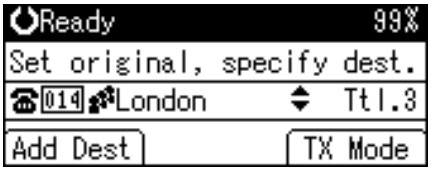
If you program multiple destinations into a Group, you can send documents to all destinations in that Group using just a few keystrokes. Destinations programmed in a group are indicated by .

Important

- ❒ In the destination list, program an individual fax number, IP-Fax destination, e-mail address and/or groups of destinations.
- ❒ Group destination can be used only for Memory Transmission; it cannot be used for Immediate Transmission. If you specify Immediate Transmission for a Group destination, the "`Try again after switching to memory transmission.`" message appears. When this happens, press **[Exit]**, and then switch to Memory Transmission.
- ❒ The total number of destinations programmed in multiple groups should not exceed the maximum number of destinations you can specify for one file. For details, see "Maximum Values".

1 Press [ ] to switch the destination between fax number, e-mail address, and IP-Fax destination.

2 Press the Quick Dial key in which the Group is programmed.



If you make a mistake, press the 【Clear/Stop】 key and try again.

To select more groups, repeat steps 1 and 2.

3 Press the 【Start】 key.

Note

- ❒ Destinations programmed in groups can be checked using "Group Destination List" in "Administrator Tools" in "System Settings".
- ❒ If a destination where a fax number, e-mail address, or IP-Fax destination is not programmed is included in the specified group, the confirmation message appears. Press **[Select]** to specify destinations where the fax number, the e-mail address, or IP-Fax destination is programmed. Press **[Cancel]** to change the destination. You can select the priority order used to specify an alternative destination if there is no destination of the specified type. Make this setting with User Parameters (switch 32, bit 0) in the Fax Features menu.
- ❒ To cancel any destination(s) among the group, display the desired destination using 【▲】 or 【▼】, and then press the 【**Clear/Stop**】 key.

Reference

p.52 "Checking the Specified Destination"

p.169 "Maximum Values"

"System Settings", General Settings Guide

"Fax Features", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

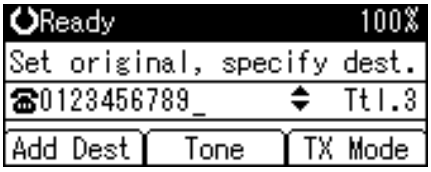
Checking the Specified Destination

This section explains how to check the specified destinations.

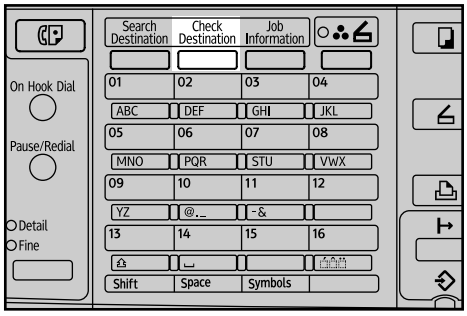
1

If you specified a destination from the destination list, you can display names, fax numbers, e-mail addresses, or IP-Fax destinations. If a group is specified as the destination, you can display the fax numbers, e-mail addresses, or IP-Fax destinations of the group.

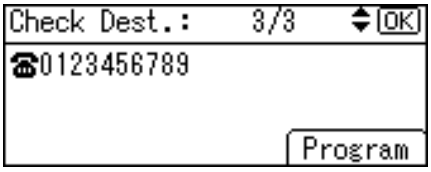
1 Make sure the destination name appears on the display.



2 Press the 【Check Destination】 key.



3 If you specified more than one destination, display them one by one using 【▲】 or 【▼】.



4 Press the 【OK】 key when confirmation is complete.

The display returns to that of step **1**.

Note

- ❒ If you specified a group using the Quick Dial keys, , the group icon appears to the right of the destination name by pressing the 【Check Destination】 key.
- ❒ When you specify a destination using the number keys, **[Program]** appears on the screen by pressing the 【Check Destination】 key. Press **[Program]** to register a selected destination in the destination list.

Reference

p.56 “Programming Destinations from Check Destination Screen”

Redial

The machine stores the latest destinations specified for each transmission method. This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination again.

Important

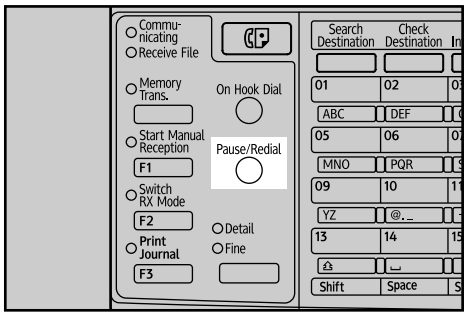
❒ The following kinds of destinations are not stored:

- Destinations specified using the destination list
- Destinations specified as a group destination
- Destinations dialed using the external telephone
- Destinations dialed by Redial (regarded as already stored in memory)
- Second and later destinations broadcasted to
- Destinations specified in the LAN-Fax Driver on the computer

❒ To redial a fax number, do not dial any numbers before you press the 【Pause/Redial】 key. If you press the 【Pause/Redial】 key after entering numbers using the number keys, a pause is entered instead.

1 Place the original, and then select the scan settings you require.

2 Press the 【Pause/Redial】 key.



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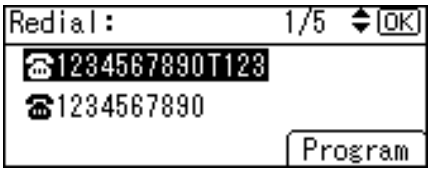
3 Select the destination you want to redial to using 【▲】 or 【▼】, and then press the 【OK】 key.



4 Press the 【Start】 key.

1

Note

- ❒ You can specify Internet Fax and IP-Fax destinations using the Redial function. Select this function before pressing **[Manual]**.
- ❒ When you press **[Program]**, you can register a selected recipient in the destination list.
- ❒ For the maximum number of redials the machine can store, see "Maximum Values".

Reference

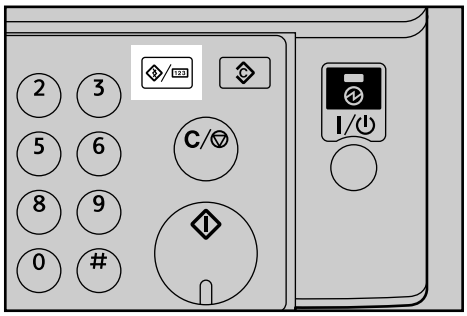
p.57 "Programming Destinations from Redial Screen"

p.169 "Maximum Values"

Programming Destinations in the Address Book

You can program fax numbers, e-mail addresses, IP-Fax destinations, and folder destinations using Address Book Management in Administrator Tools in the System Settings menu.

1 **Press the 【User Tools/Counter】 key.**



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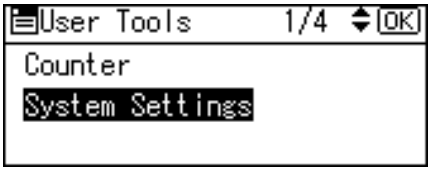
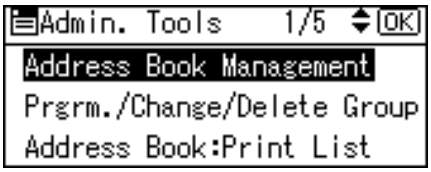
2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



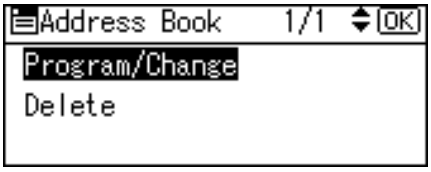
3 **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**



1

5 **Select [Program/Change] using [▲] or [▼], and then press the [OK] key.**



For the procedure to follow, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

Note

- ❒ You can also register programmed fax numbers, e-mail addresses, IP-Fax destinations, and folder destinations in a Group.
- ❒ When the facsimile initial display is shown, after changing the contents of the Address Book, the "`Settings have been updated. The selected dest./functions have been cancelled.`" message appears. Press **[Exit]** to bring up the facsimile's initial display.
- ❒ You can register in the Address Book using Web Image Monitor or SmartDeviceMonitor for Admin. For details about installation, see "Monitoring and Configuring the Printer", Network Guide, or, for information about the Address Book, see the relevant Help.

Reference

"System Settings", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

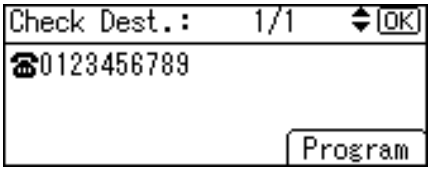
"Monitoring and Configuring the Printer", Network Guide

Programming Destinations from Check Destination Screen

This section explains how to register a directly entered fax number, e-mail address, or IP-Fax destination to the Address Book using the Check Destination screen.

If **[Program]** appears on the screen, it is possible to register a destination displayed on the check destination screen to the Address Book.

1 **On the check destination screen, select the destination you want to register to the Address Book.**



2 **Press [Program].**

For details about registering destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

3 Make the settings, and then press the 【OK】 key.

The screen returns to that of step **1**.

Note

❒ Depending on security settings, **[Program]** may not appear, and you may be unable to register the destination.

Reference

p.52 "Checking the Specified Destination"

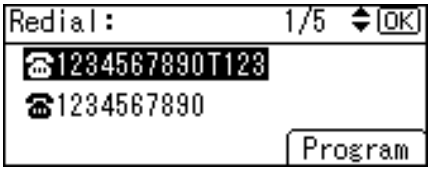
"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

Programming Destinations from Redial Screen

This section explains how to register a directly entered fax number, e-mail address, or IP-Fax destination to the Address Book using the Redial screen.

If **[Program]** appears on the screen, it is possible to register a destination displayed on the Redial screen to the Address Book.

1 On the Redial screen, select the destination you want to register to the Address Book.



2 Press [Program].

For details about registering destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

3 Make the settings, and then press the 【OK】 key.

The screen returns to that of step **1**.

Note

❒ Depending on security settings, **[Program]** may not appear, and you may be unable to register the destination.

Reference

p.53 "Redial"

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

Searching for a Destination in the Address Book

Use this function to search for a destination registered in the destination list or on the LDAP server.

Important

- ❒ To search for a destination from an LDAP server, the LDAP server must be registered in advance. For details about registering LDAP servers, see "System Settings", General Settings Guide.

Note

- ❒ The search returns destinations whose first characters match the entered characters.
- ❒ A warning message appears if the search returns more than the maximum number of destinations you can search for at a time. Press **[Exit]** and change the destination name to view fewer destinations.

Reference

p.169 "Maximum Values"

"System Settings", General Settings Guide

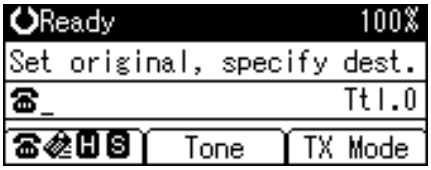
Search by Name

Follow these steps to search for a destination registered in the Address Book by name.

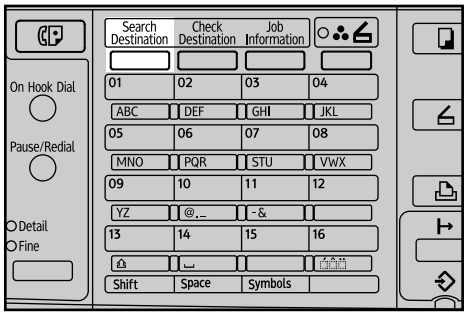
Important

- ❒ If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

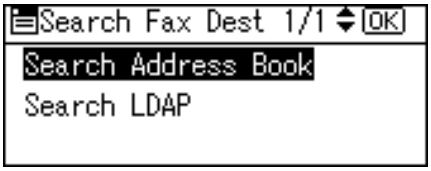
1 **Press [☎ H S] to switch the destination to fax number, e-mail address, or IP-Fax destination.**



2 **Press the 【Search Destination】 key.**



3 **Select [Search Address Book] using 【▲】 or 【▼】, and then press the 【OK】 key.**



4 **Select [Search by Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**

1

5 Enter the destination name you want to search for, and then press the [OK] key.

```
Search by Name:                OK
Enter characters to search.
abc  a                          ▲
```

Depending on the type of characters to enter, press the [Shift] key to switch the mode.

If you enter the wrong destination name, before pressing the [OK] key, press the [Clear/Stop] key, and then enter the destination name again.

6 Confirm the characters you entered, and then press the [OK] key.

```
Search by Name:                OK
Press OK to search.
abc  a                          ▲
```

When the search is finished, the results appear.

7 Select a destination using [▲] or [▼], and then press [▶] to specify it (put a tick against it).

```
Results:        1/1                OK
☐  004 Allen
```

Multiple destinations can be selected.

Press [◀] to deselect a destination.

8 Press the [OK] key.

Note

- ❒ If no destination matches the specified text, the "`Specified destination is not programmed.`" message appears. Press **[Exit]** to return to the display of step **4**.
- ❒ You cannot specify destinations twice. If you try, the "`This destination has already been programmed.`" message appears. Press **[Exit]** to return to the standby screen.
- ❒ Press **[Add Dest]** to specify other destinations.

Reference

"Entering Text", About This Machine

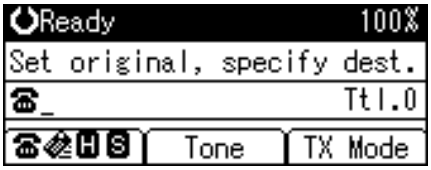
Search by Destination List

Follow these steps to search for a destination registered in the Address Book using the destination list.

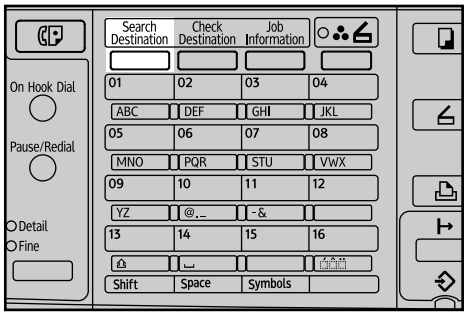
Important

- ❒ If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

1 **Press [☎✉HS] to switch the destination to fax number, e-mail address, or IP-Fax destination.**



2 **Press the 【Search Destination】 key.**



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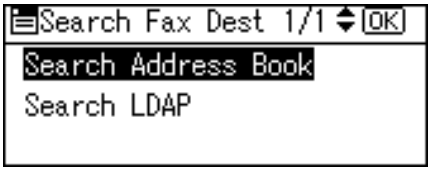
3 **Select [Search Address Book] using 【▲】 or 【▼】, and then press the 【OK】 key.**

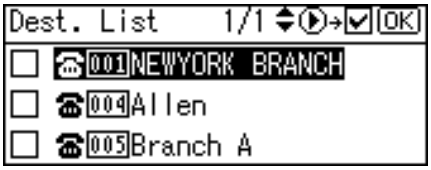


4 **Select [Display List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

Destinations appear in registration number order.

1

5 Select a destination using [▲] or [▼], and then press [▶] to specify it (put a tick against it).



Multiple destinations can be selected.

Press [◀] to deselect a destination.

6 Press the [OK] key.

Note

- ❒ You cannot specify destinations twice. If you try, the "`This destination has already been programmed.`" message appears. Press **[Exit]** to return to the standby screen.
- ❒ Press **[Add Dest]** to specify other destinations.

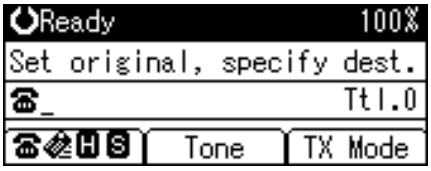
Search by Registration Number

Follow these steps to search for a destination by specifying a registration number stored in the destination list.

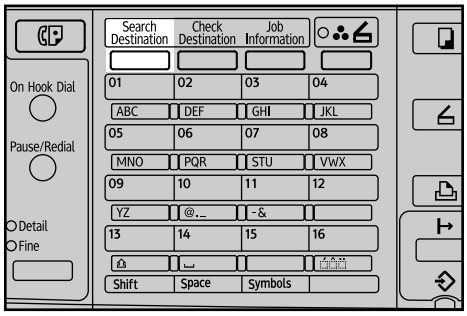
Important

- ❒ If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

1 Press [☎ H S] to switch the destination to fax number, e-mail address, or IP-Fax destination.



2 Press the [Search Destination] key.



3 **Select [Search Address Book] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
Search Fax Dest 1/1 OK
Search Address Book
Search LDAP
```

4 **Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
Search Fax Dest 1/2 OK
Search by Name
Display List
Search by Registration No.
```

5 **Enter the three-digit registration number using the number keys, and then press the 【OK】 key.**

```
Search by No.: OK
Enter No. to search.
        001
```

If you enter the wrong registration number, before pressing the 【OK】 key, press the 【Clear/Stop】 key, and then enter the registration number again.

When the search is finished, the results appear.

6 **Press 【▶】 to select a destination, and press the 【OK】 key.**

```
Results:      1/1 OK
☐ 001 NEWYORK BRANCH
```

To deselect a destination, before pressing the 【OK】 key, press 【◀】.

Note

- ❒ If no destination matches the specified text, the "`Specified destination is not programmed.`" message appears. Press **[Exit]** to return to the display of step **4**.
- ❒ You cannot specify destinations twice. If you try, the "`This destination has already been programmed.`" message appears. Press **[Exit]** to return to the standby screen.
- ❒ Press **[Add Dest]** to specify other destinations.

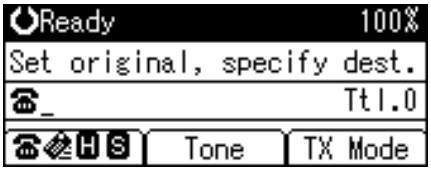
Search by Fax Number

Follow these steps to search for a destination registered in the Address Book by fax number.

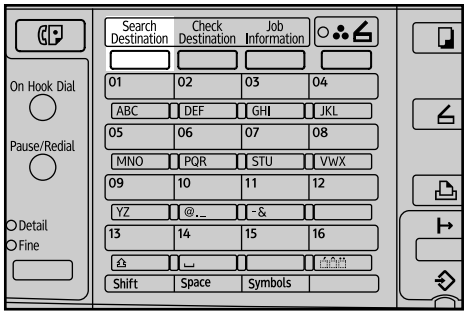
Important

- If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

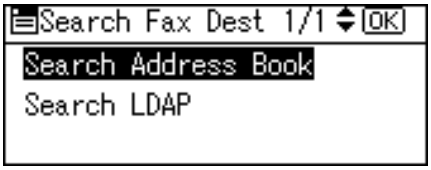
1 **Press [☎ H S] to switch the destination to fax number.**



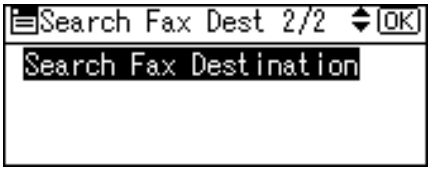
2 **Press the 【Search Destination】 key.**



3 **Select [Search Address Book] using 【▲】 or 【▼】, and then press the 【OK】 key.**



4 **Select [Search Fax Destination] using 【▲】 or 【▼】, and then press the 【OK】 key.**



If **[Search Fax Destination]** does not appear, press the 【Escape】 key to return to step **1**, and then switch the destination to fax number.

5 Enter the number you want to search for, and then press the 【OK】 key.

```
Search Fax Destination: OK
Enter No./chara. to search.
☎123_
        Tone    IP
```

If you enter the wrong number, before pressing the 【OK】 key, press the 【Clear/Stop】 key, and then enter the number again.

6 Confirm the numbers you entered, and then press the 【OK】 key.

```
Search Fax Destination: OK
Press OK to search.
☎123
```

When the search is finished, the results appear.

7 Select a destination using 【▲】 or 【▼】, and then press 【▶】 to specify it (put a tick against it).

```
Results:        1/1 ⇕ ▶→ ☑ OK
☐ ☎ 004 Allen
```

Multiple destinations can be selected.

Press 【◀】 to deselect a destination.

8 Press the 【OK】 key.

Note

- ❒ If no destination matches the specified text, the "`Specified destination is not programmed.`" message appears. Press **[Exit]** to return to the display of step **4**.
- ❒ You cannot specify destinations twice. If you try, the "`This destination has already been programmed.`" message appears. Press **[Exit]** to return to the standby screen.
- ❒ Press **[Add Dest]** to specify other destinations.

Search by E-mail Address

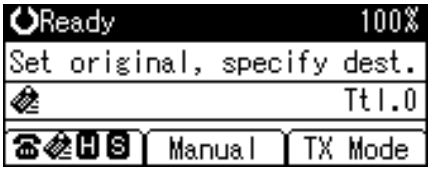
Follow these steps to search for a destination registered in the destination list by e-mail address.

1

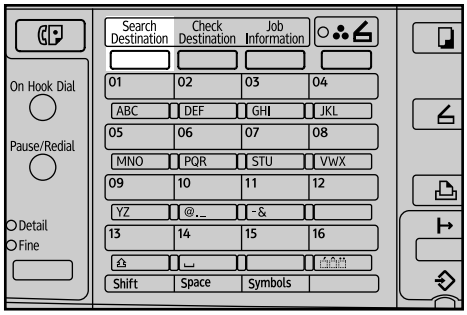
Important

- ❒ If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

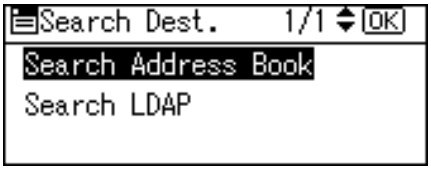
1 Press [☎✉HS] to switch the destination to e-mail address.



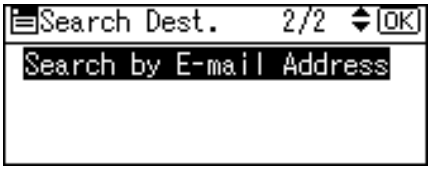
2 Press the 【Search Destination】 key.



3 Select [Search Address Book] using 【▲】 or 【▼】, and then press the 【OK】 key.



4 Select [Search by E-mail Address] using 【▲】 or 【▼】, and then press the 【OK】 key.



If **[Search by E-mail Address]** does not appear, press the 【Escape】 key to return to step **1**, and then switch the destination to e-mail address.

5 Enter the e-mail address you want to search for, and then press the 【OK】 key.

```
Search by E-mail Add.:  OK
Enter characters to search.
abc  abc
```

If you enter the wrong e-mail address, before pressing the 【OK】 key, press the 【Clear/Stop】 key, and then enter the e-mail address again.

6 Confirm the e-mail address you entered, and then press the 【OK】 key.

```
Search by E-mail Add.:  OK
Press OK to search.
abc  abc
```

When the search is finished, the results appear.

7 Select a destination using 【▲】 or 【▼】, and then press 【►】 to specify it (put a tick against it).

```
Results:        1/1  OK
☐ 004 ABC COMPANY
```

Multiple destinations can be selected.

Press 【◄】 to deselect a destination.

8 Press the 【OK】 key.

Note

- ❒ If no destination matches the specified text, the "`Specified destination is not programmed.`" message appears. Press **[Exit]** to return to the display of step **4**.
- ❒ You cannot specify destinations twice. If you try, the "`This destination has already been programmed.`" message appears. Press **[Exit]** to return to the standby screen.
- ❒ Press **[Add Dest]** to specify other destinations.

Search by IP-Fax Destination

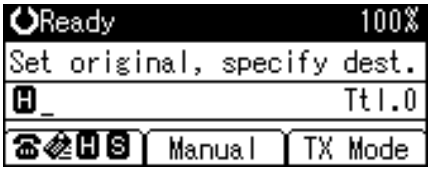
Follow these steps to search for a destination registered in the Address Book by IP-Fax destination.

1

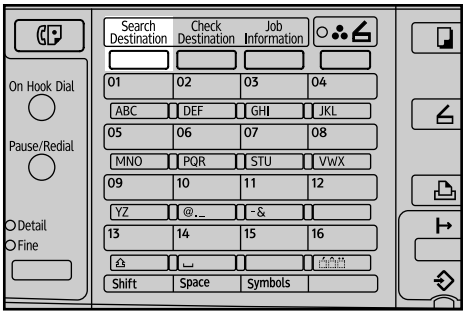
Important

- If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

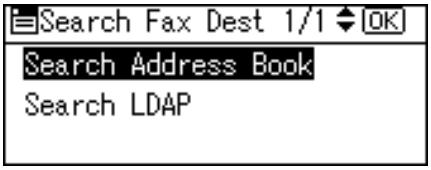
1 Press [☎ H S] to switch the destination to IP-Fax destination.



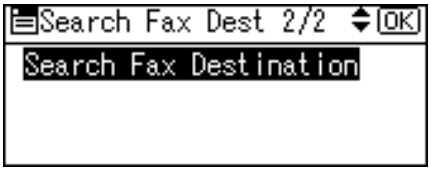
2 Press the 【Search Destination】 key.



3 Select [Search Address Book] using 【▲】 or 【▼】, and then press the 【OK】 key.



4 Select [Search Fax Destination] using 【▲】 or 【▼】, and then press the 【OK】 key.



If **[Search Fax Destination]** does not appear, press the 【Escape】 key to return to step **1**, and then switch the destination to IP-Fax destination.

5 **Press [IP].**

```
Search Fax Destination: OK
Enter No./chara. to search.
☎_
        Tone      IP
```

The Search IP-Fax Destination screen appears.

6 **Enter the IP-Fax destination you want to search for, and then press the 【OK】 key.**

```
Search IP-Fax Dest.:      OK
Enter characters to search.
abc  192_
```

If you enter the wrong destination, before pressing the 【OK】 key, press the 【Clear/Stop】 key, and then enter the destination again.

7 **Confirm the IP-Fax destination you entered, and then press the 【OK】 key.**

```
Search Fax Destination: OK
Press OK to search.
↔192
```

When the search is finished, the results appear.

8 **Select a destination using 【▲】 or 【▼】, and then press 【▶】 to specify it (put a tick against it).**

```
Results:        1/1 ⇕ ▶→☑ OK
☐ S 003 BERLIN OFFICE
☐ H 004 ABC COMPANY
```

Multiple destinations can be selected.

Press 【◀】 to deselect a destination.

9 **Press the 【OK】 key.**

Note

- ❒ If no destination matches the specified text, the "`Specified destination is not programmed.`" message appears. Press **[Exit]** to return to the display of step **4**.
- ❒ You cannot specify destinations twice. If you try, the "`This destination has already been programmed.`" message appears. Press **[Exit]** to return to the standby screen.
- ❒ Press **[Add Dest]** to specify other destinations.

Search by LDAP Server

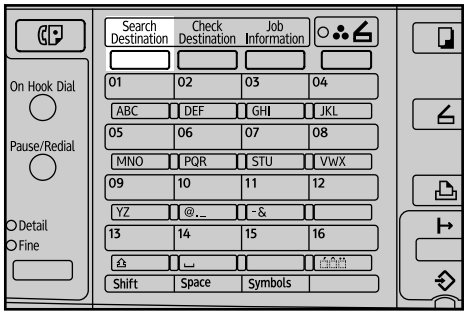
Follow these steps to search for a destination registered in the Address Book using the LDAP server.

1

Important

- ❒ This function is not available if **[LDAP Search]** is set to **[Off]** under Administrator Tools, in the System Settings menu.

1 **Press the 【Search Destination】 key.**



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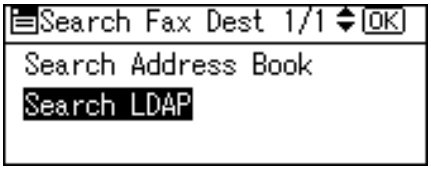
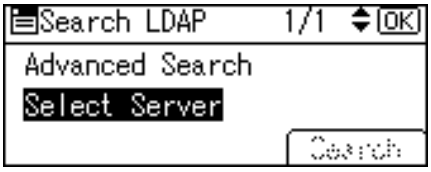
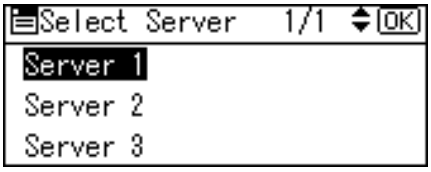
2 **Select [Search LDAP] using 【▲】 or 【▼】, and then press the 【OK】 key.**



3 **Select [Select Server] using 【▲】 or 【▼】, and then press the 【OK】 key.**

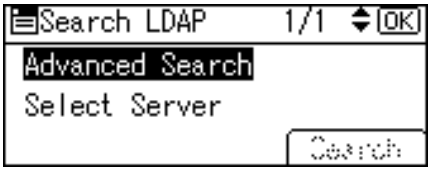


4 **If more than one server is programmed, select the server you want to search using 【▲】 or 【▼】, and then press the 【OK】 key.**

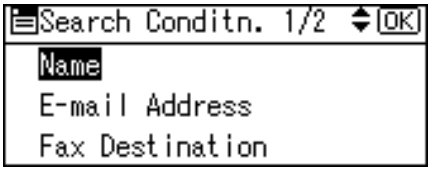


The screen returns to that of step **3**.

5 **Select [Advanced Search] using 【▲】 or 【▼】, and then press the 【OK】 key.**

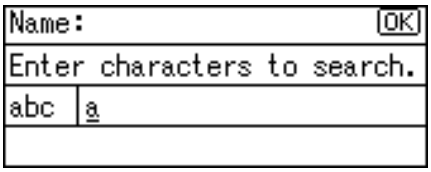


6 **Select a search condition using 【▲】 or 【▼】, and then press the 【OK】 key.**



Conditions (Name, E-mail Address, Fax Destination, Company Name, and Department Name) are those programmed in the LDAP server.

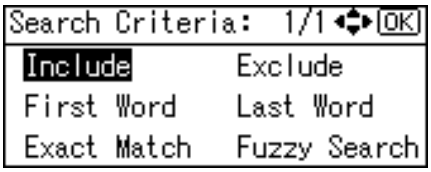
7 **Enter a partial string, and then press the 【OK】 key.**



Depending on the type of characters you need to enter, press the 【Shift】 key to switch between modes.

To search for an IP-Fax destination, press **[IP]** on the Fax Destination screen.

8 **Select the search criteria using the scroll keys, and then press the 【OK】 key.**



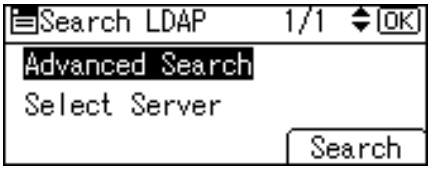
The meanings of the search criteria are as follows:

- **[Include]**: Search for strings that include the specified character.
  Example: When searching for “ABC”, enter “A”, “B”, or “C”.
- **[Exclude]**: Search for strings that do not include the specified character.
  Example: When searching for “ABC”, enter “D”.
- **[First Word]**: Search for strings that start with the specified character.
  Example: When searching for “ABC”, enter “A”.
- **[Last Word]**: Search for strings that end with the specified character.
  Example: When searching for “ABC”, enter “C”.
- **[Exact Match]**: Search for strings that fully match the specified character.
  Example: When searching for “ABC”, enter “ABC”.
- **[Fuzzy Search]**: Perform a fuzzy search (according to the searching method supported by the LDAP server).

9 Press the 【Escape】 key.

The screen returns to that of step 5.

10 Press [Search].



When the search is finished, the search result appears.

11 Select a destination using 【▲】 or 【▼】, and then press 【▶】 to specify it (put a tick against it).

Multiple destinations can be selected.

Press the 【Check Destination】 key to display details about the selected destination.

Press 【◀】 to deselect a destination.

12 Press the 【OK】 key.

Note

- ❒ Although one user can program multiple e-mail addresses, only one address can be retrieved by the search. The address retrieved by the search depends on the searching method supported by the LDAP server. However, the address programmed first is normally retrieved.
- ❒ You can add one additional search condition for LDAP servers by specifying the Search Options under Prog/Chnge/Del LDAP Server under System Settings. For details about setting Search Options, see "System Settings", General Settings Guide.
- ❒ The string you enter in the **[Name]** condition field in step 6 is read as the first or last name, depending on the administrator's setting. For example, to search for the name "John Smith", ask the system administrator whether you should enter "John" or "Smith".

Reference

"Entering Text", About This Machine

"System Settings", General Settings Guide

On Hook Dial

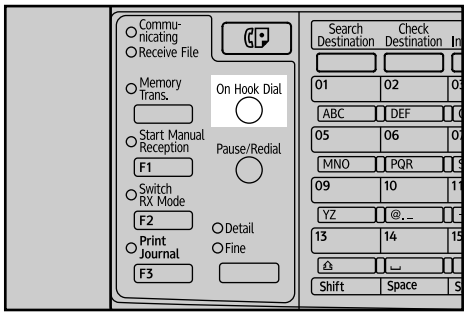
The On Hook Dial function allows you to dial while listening to the tone from the internal speaker. You can send a fax checking the connection.

Important

❒ This function is not available for Internet Fax and IP-Fax.

1 Place the original, and then select the scan settings you require.

2 Press the 【On Hook Dial】 key.



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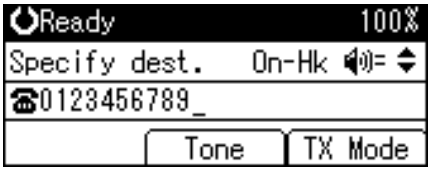
You will hear a low tone from the internal speaker.

If you want to cancel this operation, press the 【On Hook Dial】 key again.

3 Dial.



To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

The machine immediately dials the destination.

If you make a mistake, press the 【On Hook Dial】 or 【Clear Modes】 key, and then try again.

4 When the line is connected and you hear a high-pitched tone, press the 【Start】 key.

The transmission starts.

If you want to cancel a transmission, press the 【Clear/Stop】 key, and then remove the originals.

After transmission, the standby display appears.

Note

- ❒ This function is unavailable in some countries.
- ❒ Press 【▲】 or 【▼】 to adjust the volume of the on-hook sound in eight increments. At the maximum volume level, ▲ changes to △. Similarly, at the minimum level, ▼ changes to ▽. The volume can also be preprogrammed in the Fax Features menu.
- ❒ If you have an external telephone on the fax machine, you can speak with the other party when you hear a voice. If you hear a voice before pressing the 【**Start**】 key, pick up the external telephone and tell the receiver you want to send a fax document (ask them to switch to facsimile mode).
- ❒ For details about On Hook Release Time, see "Fax Features", General Settings Guide.

Reference

p.49 "Using the Quick Dial Keys"

"Fax Features", General Settings Guide

Manual Dial

Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax document. If, on the other hand, you hear a voice at the other end, continue conversation as normal.

Important

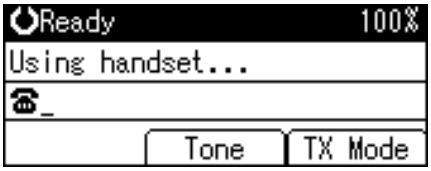
- ❒ An external telephone is required.
- ❒ This function is not available for Internet Fax and IP-Fax.

1 Place the original, and then select the scan settings you require.

2 Pick up the handset.

You will hear a dial tone.

3 Dial.



To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

The machine immediately dials the destination.

If you make a mistake, replace the handset, and then try again from step 2.

4 When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax document.

If you hear a voice, tell the receiver that you want to send them a fax document (ask them to switch to facsimile mode).

The transmission starts.

5 Replace the handset.

If you want to cancel a transmission, press the 【Clear/Stop】 key, and then remove the originals.

After transmission, the standby display appears.

Note

- ❒ When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the handset of the external telephone. You must first press the operation switch to turn on the machine.

Reference

p.49 "Using the Quick Dial Keys"

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals.

Important

- ❒ If you use Parallel Memory Transmission, the Memory Storage Report is not printed.

Note

- ❒ You can turn this report on and off with the User Parameters (switch 03, bit 2) in the Fax Features menu.
- ❒ Even if the machine is set up not to print this report, it is still printed if an original could not be stored.
- ❒ You can select whether to include part of the original image on the report with the User Parameters (switch 04, bit 7) in the Fax Features menu.
- ❒ You can select whether to display a destination with the User Parameters (switch 04, bit 4) in the Fax Features menu.
- ❒ You can select whether to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.

Reference

"Fax Features", General Settings Guide

Canceling a Transmission

This section explains how to cancel a fax transmission.

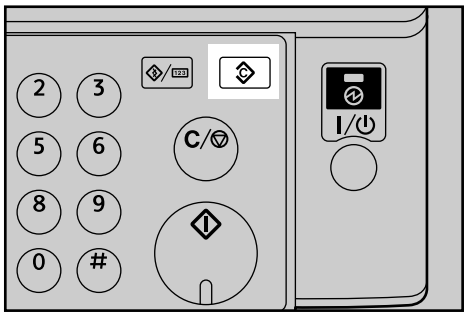
Important

❒ Remember that the Communicating indicator turns off almost immediately when an Internet Fax is being sent.

Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the 【Start】 key.

1 Press the 【Clear Modes】 key.



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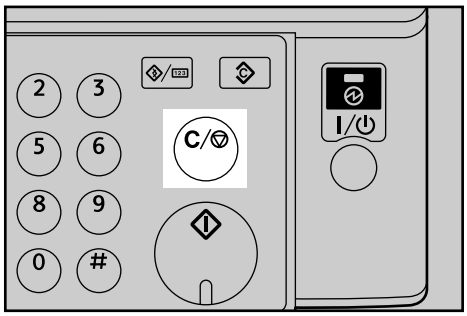
Note

❒ When originals are placed into the ARDF, you can cancel transmission simply by removing them.

While the Original Is Being Scanned

Use this procedure to cancel a transmission after pressing the 【Start】 key.

1 Press the 【Clear/Stop】 key.



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The machine stops scanning.

Note

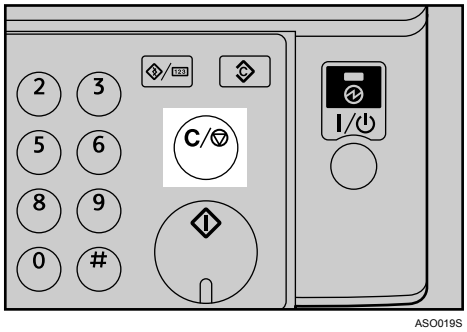
❒ Scanning may be completed while you are performing the cancel operation.

While the Original Is Being Transmitted

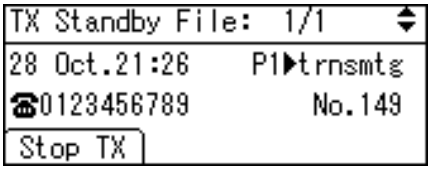
Follow these steps to cancel a transmission while the Communicating indicator is lit.

1

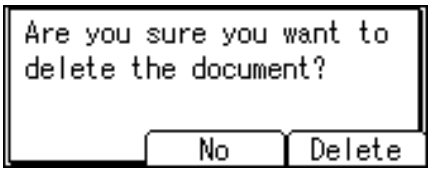
1 Press the 【Clear/Stop】 key.



2 Select the file you want to cancel using 【▲】 or 【▼】, and then press [Stop TX].



3 Press [Delete].



To cancel stopping transmission, press **[No]**.

The standby display appears.

Note

- ❒ If you cancel a document while it is being sent, the transmission is halted as soon as you finish the cancellation procedure. However, some pages of the document may already have been sent and received at the other end.
- ❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.
- ❒ If multiple destinations were specified, only one destination number appears.

Before the Transmission Is Started

Use this procedure to cancel a transmission after the original is scanned.

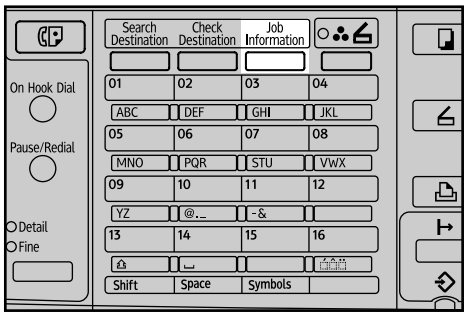
This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and then delete it.

You can cancel transmission of a file while the file is being sent, stored in memory, or fails to transmit. All the scanned data is deleted from memory.

Important

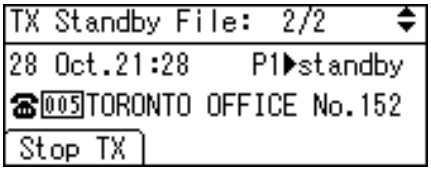
❒ This function is unavailable with Immediate Transmission.

1 **Press the 【Job Information】 key.**

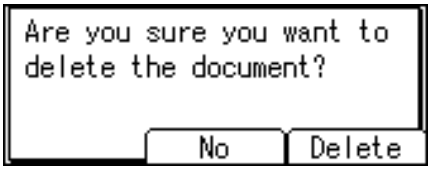


2 **Select [Stop Communication] using 【▲】 or 【▼】, and then press the 【OK】 key.**

3 **Select the file you want to cancel using 【▲】 or 【▼】, and then press [Stop TX].**



4 **Press [Delete].**



To cancel another file, repeat from step **2**.

To cancel stopping transmission, press **[No]**.

5 Press the 【Escape】 key.

The standby display appears.

Note

- ❒ If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and is received at the other end.
- ❒ If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.
- ❒ If multiple destinations were specified, only the number of the destinations that have not received the document you sent is shown.
- ❒ If multiple destinations were specified, only one destination number appears.

This section explains the features of **[TX Mode]**, which you can use to apply various transmission functions.

Sending at a Specific Time (Send Later)

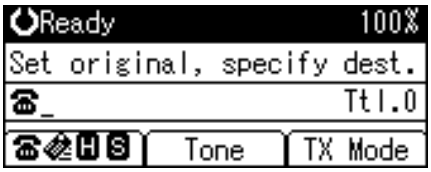
Using this function, you can instruct the machine to delay transmission of your fax document until a specified later time. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.

Important

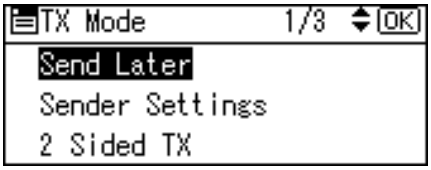
- ❒ If the machine is switched off for about twelve hours, all fax documents stored in memory are lost. If documents are lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost documents. For details, see "Troubleshooting When Using the Facsimile Function", Troubleshooting.
- ❒ This function is unavailable with Immediate Transmission. If you specify Immediate Transmission for this function, the "`Dest. and functions that could not be specified on immediate transmission is already selected.`" message appears. When this happens, press **[Exit]**, and then switch to Memory Transmission.

1 **Place the original, and then select the scan settings you require.**

2 **Press [TX Mode].**



3 **Select [Send Later] using [▲] or [▼], and then press the [OK] key.**



4 Select [Send at Specified Time] using 【▲】 or 【▼】, and then press the 【OK】 key.

```
Send Later:        1/1  OK
 Send at Specified Time
 Off
```

To cancel the setting, select **[Off]**, and then press the 【OK】 key. The display returns to that of step **3**.

5 Enter the time (24 hour format) using the number keys, and then press the 【OK】 key.

```
Start Time:                OK
Enter time.       (24hr fmt)
        00 : 00
        <Current Time21:41>
```

When entering numbers smaller than 10, add a zero at the beginning.

If you make a mistake, press the 【Clear/Stop】 key before pressing the 【OK】 key, and then try again.

To cancel Send Later, press the 【Escape】 key. The display returns to that of step **3**.

6 Press the 【Escape】 key.

The standby display appears.

To check the settings, press **[TX Mode]**.

7 Specify a destination, and then press the 【Start】 key.

Note

- ❒ You can specify a time within 24 hours of the current time.
- ❒ If the current time shown is not correct, change it.

Reference

p.77 “Canceling a Transmission”

“System Settings”, General Settings Guide

“Troubleshooting When Using the Facsimile Function”, Troubleshooting

Sender Settings

Use this function to set sender information.

If the sender's e-mail address is registered in the destination list, the sender can receive transmission results by e-mail.

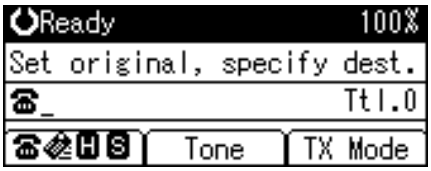
Also, if you enable the Stamp Sender Name, the registered sender's name (user name) appears on the receiver's sheet, lists, and report.

Important

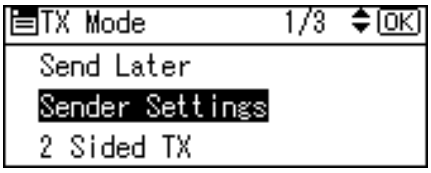
- ❒ To receive transmission results by e-mail, the optional printer/scanner unit must be installed.
- ❒ In the destination list, register senders, specify their e-mail addresses, and register as **[Sender Only]** or **[Dest. & Sender]** in advance using "Address Book Management" in "System Settings".
- ❒ If user authentication is set, the user logged in is set as sender. The transmission result is sent to the logged-in user's e-mail address.

1 **Place the original, and then select the scan settings you require.**

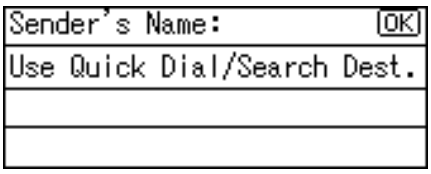
2 **Press [TX Mode].**



3 **Select [Sender Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



4 **Select a sender.**



If a destination protection code is set, the entry screen appears. Enter the protection code for destination using the number keys, and then press the 【OK】 key.

5 **Confirm the selected sender, and then press the [OK] key.**

```
Sender's Name:                OK
OK to set/Clear to deselect
001NEWYORK BRANCH
```

2

6 **To print the sender's name on the receiver's sheet, select [Stamp] using [▲] or [▼], and then press the [OK] key.**

If you enable this function, the sender's name (user name) appears on the receiver's sheet, lists, and report.

```
Stamp Sndr Name:  1/1  OK
 Stamp
 Do not Stamp
```

7 **To confirm transmission results by e-mail using Internet Fax, select [E-mail] using [▲] or [▼], and then press the [OK] key.**

```
E-mail TX Result: 1/1  OK
 E-mail
 Do not E-mail
```

If the sender's e-mail address is registered, you can specify whether or not to send the transmission result by e-mail to the sender. If you enable this function, the transmission result is sent to the registered mail address.

The display returns to that of step **3**.

8 **Press the [Escape] key.**

The standby display appears.

To check the settings, press **[TX Mode]**.

9 **Specify the destination, and then press the [Start] key.**

Note

- ❒ You can confirm transmission results by using both the E-mail TX Result function, which sends the results by e-mail, and the Communication Result Report printed by the machine. You can set whether to use both of these together in User Parameters (switch 10, bit 6) in the Fax Features menu.
- ❒ You can program one of the User Function keys with operations for Sender Settings. User Function keys allow you to omit steps 2 and 3.
- ❒ You can use Communication Result Report, etc. to check usage status by specified users. If user authentication is set, you can check usage by logged-in users. If User Code is set to sender, you can count the number of uses by each user.
- ❒ To cancel the Sender Settings, cancel the transmission. See "Canceling a Transmission".

Reference

p.77 "Canceling a Transmission"

"System Settings", General Settings Guide

"Fax Features", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

E-mail Options

This section explains the settings required for using the Internet Fax function.

Important

❒ To use Internet Fax functions, the optional printer/scanner unit must be installed.

Entering the Subject

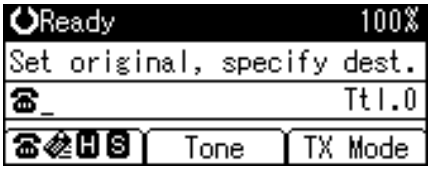
Allows you to enter a subject for the e-mail document you want to send.

Important

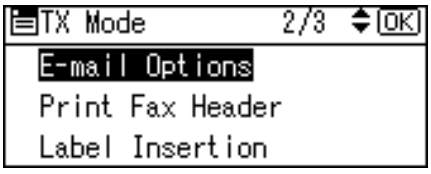
❒ To use Internet Fax functions, the optional printer/scanner unit must be installed.

1 Place the original, and then select the scan settings you require.

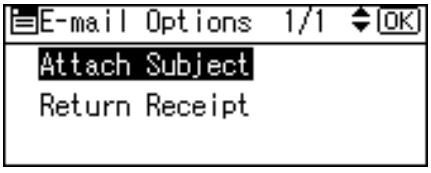
2 Press [TX Mode].



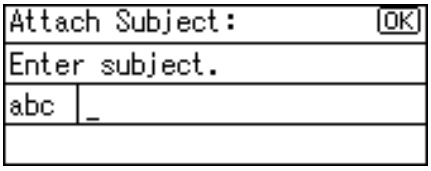
3 Select [E-mail Options] using 【▲】 or 【▼】, and then press the 【OK】 key.



4 Select [Attach Subject] using 【▲】 or 【▼】, and then press the 【OK】 key.



5 Enter the subject line, and then press the 【OK】 key.



Depending on the type of characters to enter, press the 【Shift】 key to switch the mode.

The screen returns to that of step 4.

6 Press the [Escape] key twice.

The standby screen returns.

To check the settings, press **[TX Mode]**.

7 Specify a destination.

8 Specify the sender.

For details about specifying senders, see "Sender Settings".

9 Press the [Start] key.

Note

- ❒ If you send e-mail without setting a subject, a subject is automatically inserted. For details about how the subject is automatically inserted, see "E-mail Subject" and "Received Images".
- ❒ You cannot send a subject only as e-mail without an original.
- ❒ For the maximum number of characters for an e-mail subject, see "Maximum Values".

Reference

p.27 "E-mail Subject"

p.83 "Sender Settings"

p.110 "Received Images"

p.169 "Maximum Values"

"Entering Text", About This Machine

Requesting a Reception Notice

You can confirm sent documents were properly received using e-mail or the Journal.

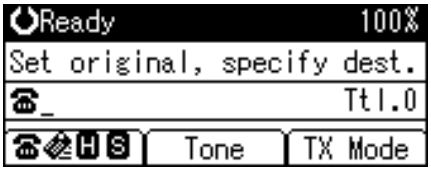
When Reception Notice is set under "E-mail Options", the receiver sends back a reception notice message. Once the reception notice message is received, "OK" appears in the Result column of the Journal, allowing the originator to verify the transmission was received.

Important

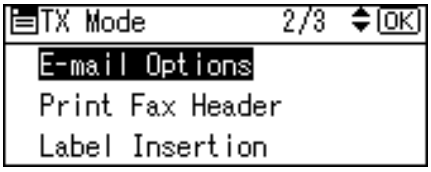
- ❒ The Reception Notice feature is only available if the receiver supports MDN (Message Disposition Notification).

1 **Place the original, and then select the scan settings you require.**

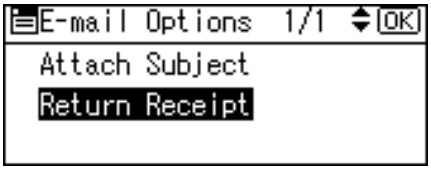
2 **Press [TX Mode].**



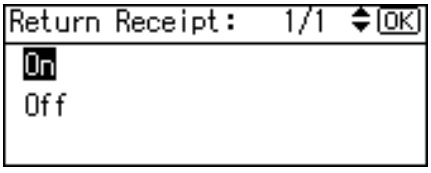
3 **Select [E-mail Options] using 【▲】 or 【▼】, and then press the 【OK】 key.**



4 **Select [Return Receipt] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5 **Select [On] or [Off] using 【▲】 or 【▼】, and then press the 【OK】 key.**



The screen returns to that of step **4**.

6 **Press the 【Escape】 key twice.**

The standby screen returns.

To check the settings, press **[TX Mode]**.

7 Specify a destination.

8 Specify the sender.

For details about specifying senders, see “Sender Settings”.

9 Press the [Start] key.

Note

- ❒ If the fax is not received normally, “Error” appears in the Result column.
- ❒ Only the last 50 communications appear in the Journal. If you do not receive a reception notice message before the last 50 communications are finished, “OK” might not be printed in the Journal's Result column. This may happen even if the mail is received normally at the other end.
- ❒ If you specify mailing list addresses, do not set for Reception Notice. Otherwise, you will receive multiple reception notice messages from e-mail recipients, and the Result column will be overwritten each time a new notice message is received. However, if you receive a reception notice message indicating an error, “Error” appears in the Result column and will not be overwritten, even if you subsequently receive a reception notice message as “OK” following the error message.
- ❒ Reception notice results are only shown in the Journal. The Result column in all other files, lists, and transmission reports show “- -”.
- ❒ Reception notice messages themselves are not recorded in the Journal.
- ❒ You can select whether or not to print the Reception Notice. This can be set with User Parameters (switch 21, bit 0) in the Fax Features menu.
- ❒ You cannot broadcast e-mail using Reception Notice. The documents are sent to the destinations in the order in which they were specified.

Reference

p.83 “Sender Settings”

p.135 “Printing the Journal”

“Fax Features”, General Settings Guide

Fax Header Print

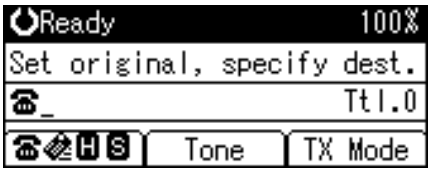
When the Fax Header is set to "On", the stored name is printed on the receiver's paper.

In some cases, you may want the other party to receive an unmarked copy of your original. To do this, switch Fax Header off.

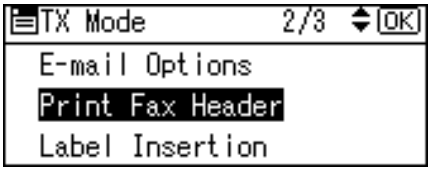
2

1 Place the original, and then select the scan settings you require.

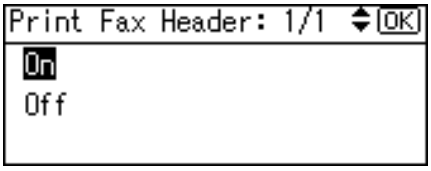
2 Press [TX Mode].



3 Select [Print Fax Header] using [▲] or [▼], and then press the [OK] key.



4 Select [On] or [Off] using [▲] or [▼], and then press the [OK] key.



The screen returns to that of step **3**.

5 Press the [Escape] key.

The standby screen returns.

To check the settings, press **[TX Mode]**.

6 Specify a destination, and then press the [Start] key.

Note

- ❒ You can program fax header names using the Program Fax Information function in the Fax Features menu.
- ❒ You can select whether or not dates, fax header names, file numbers, or page numbers are printed by changing their respective User Parameters (switch 18, bit 3, 2, 1, 0) in the Fax Features menu.
- ❒ You can program one of the User Function keys with operations for this function. Using the User Function key allows you to omit steps **2** through **5**.

Reference

"Fax Features", General Settings Guide

Label Insertion

With this function you can have the receiver's name printed on the document that is received at the other end.

Important

- ❒ To use this function, set Label Insertion to **[On]** when registering fax destinations in the Address Book, and also select **[Programmed Name]** when sending fax documents.
- ❒ When there is an image around the area where the Label is to be printed, that image is deleted.

The receiver's name is printed as follows:

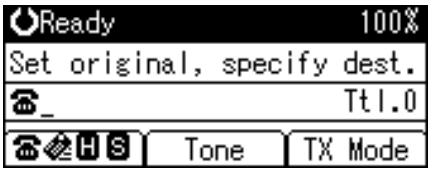
- Receiver's name: printed at the top of the page and preceded by “To:”.

Set this function as follows:

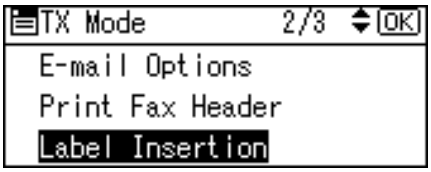
- Set Label Insertion to **[On]** when programming fax destinations.
- Select **[Programmed Name]** for Label Insertion when sending fax documents.

1 Place the original, and then select the scan settings you require.

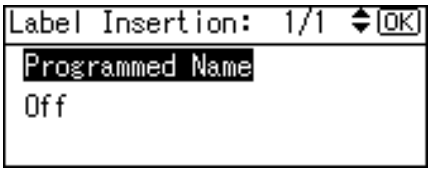
2 Press [TX Mode].



3 Select [Label Insertion] using [▲] or [▼], and then press the [OK] key.



4 Select [Programmed Name] or [Off] using [▲] or [▼], and then press the [OK] key.



The screen returns to that of step **3**.

5 Press the [Escape] key.

The standby screen returns.

To check the settings, press **[TX Mode]**.

6 **Specify a destination, and then press the 【Start】 key.**

Note

❒ **[Programmed Name]** is selected by default.

Setting SUB Codes for Transmission

Follow these steps to send a document with a SUB Code as a confidential transmission.

A SUB Code is an ID consisting of numbers, #, ✱, and spaces. Document transmitted with a SUB Code is stored in the other party's memory, and not printed automatically. The other party inputs the SUB Code to print the received document. Privacy can be mutually protected when transmitting a confidential document intended for a particular receiver, since only a person who knows the SUB Code can print the document.

Documents can also be sent via facsimiles that have the Transfer Station function.

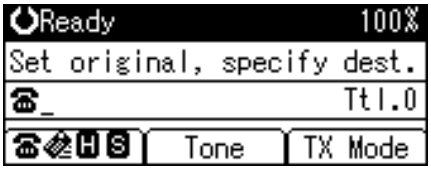
This function helps you save costs when you send the same document to more than one place in a distant area, and saves time since many documents can be sent in a single operation.

Important

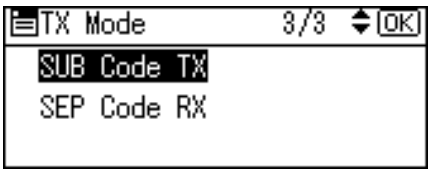
- ❒ Documents can be sent to facsimiles that have the Personal Box function.
- ❒ A SUB Code cannot be used with Internet Fax.
- ❒ To use this function, set **[SUB Code TX]** to **[On]**.
- ❒ Program this function to one of the User Function keys in advance.
- ❒ Obtain the SUB Code of the other party in advance.
- ❒ When sending a confidential document, inform the other party of the SUB Code in advance.
- ❒ This machine cannot receive documents that are transmitted with a SUB Code.

1 Place the original, and then select the scan settings you require.

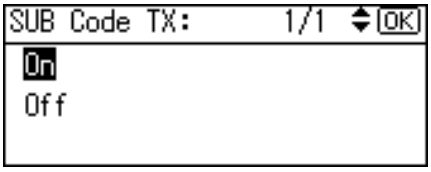
2 Press [TX Mode].



3 Select [SUB Code TX] using [▲] or [▼], and then press the [OK] key.



4 **Select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**

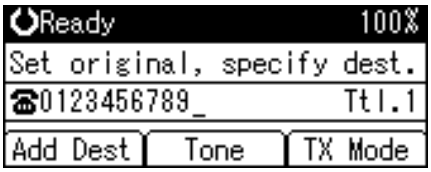


The screen returns to that of step **3**.

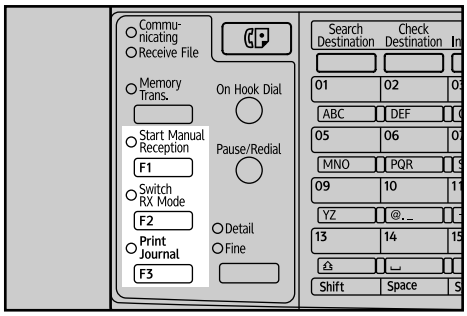
5 **Press the 【Escape】 key.**

The standby screen returns.

6 **Enter the fax number of a destination or an IP-Fax destination.**



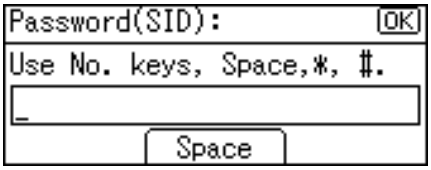
7 **Press the User Function key (【F1】 to 【F3】) programmed with [SUB/SEP Code].**



8 **Enter a SUB Code, and then press the 【OK】 key.**

If you make a mistake, press the 【Clear/Stop】 key before pressing the 【OK】 key, and then try again.

9 When a password is required, enter the SID Code using the number keys, and then press the 【OK】 key.



When a SID Code is not required, just press the 【OK】 key.

The standby screen returns.

10 Press the 【Start】 key.

If you use Immediate Transmission and the fax machine at the destination does not support the SUB Code function, a message will appear on the display to inform you of this. When this happens, press **[Exit]** to cancel the transmission.

Note

- ❒ Make sure the number of digits in the SUB Code matches the specification of the machine to which you are sending. For the maximum number of digits for the SUB Code of this machine, see "Maximum Values".
- ❒ You can store SUB Codes as well as names and fax numbers in the destination list.
- ❒ The SUB Code is printed on lists and reports.

Reference

p.169 "Maximum Values"

"Fax Features", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

Setting a Password

There are times when you may want to use an "SID" (Sender ID) when sending confidential faxes with the SUB Code function. When you use a Transfer Box that has a password, enter the SID Code as the password.

Note

- ❒ You can store SID Codes as well as names and fax numbers in the destination list.
- ❒ You can enter numbers, ✱, #, and spaces.
- ❒ The SID Code is printed on lists and reports.
- ❒ For the maximum number of digits for the SID Code, see "Maximum Values".

Reference

p.169 "Maximum Values"

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

Setting SEP Codes for Reception

Follow these steps to enter a SEP Code to request the destination to transmit a document.

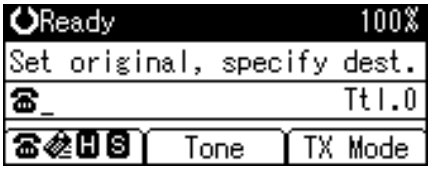
You can receive a document stored in the destination's memory if the document has the same SEP Code as the SEP Code you entered.

This function enables the machine to utilize services that use the polling function or receive documents from multiple destinations.

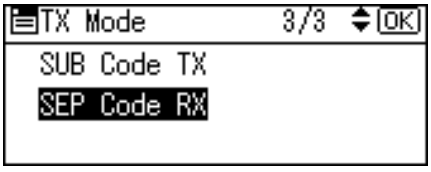
Important

- ❒ Documents can be received from facsimiles that have Information Boxes and the polling transmission function.
- ❒ A SEP Code cannot be used with Internet Fax.
- ❒ To use this function, set **[SEP Code RX]** to **[On]**.
- ❒ Program this function to one of the User Function keys in advance.

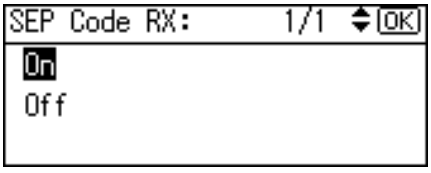
1 Press [TX Mode].



2 Select [SEP Code RX] using [▲] or [▼], and then press the [OK] key.



3 Select [On] using [▲] or [▼], and then press the [OK] key.



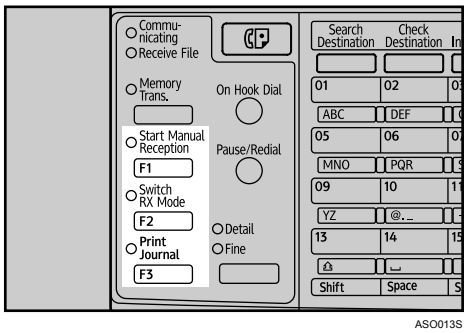
The screen returns to that of step **2**.

4 Press the [Escape] key.

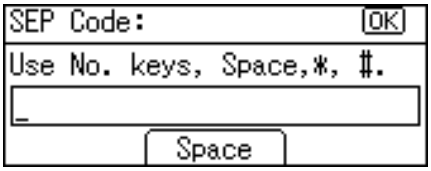
The screen returns to that of step **1**.

5 Enter the fax number of a destination or an IP-Fax destination.

6 **Press the User Function key (【F1】 to 【F3】) programmed with [SUB/SEP Code].**



7 **Enter a SEP Code, and then press the 【OK】 key.**



If you make a mistake, press the 【Clear/Stop】 key before pressing the 【OK】 key, and then try again.

8 **When a password is required, enter the PWD Code using the number keys, and then press the 【OK】 key.**

When a PWD Code is not required, just press the 【OK】 key.

The standby screen returns.

9 **Press the 【Start】 key.**

Note

- ❒ Make sure the number of digits in the SEP Code matches the specification of the machine from which you are receiving. For the maximum number of digits for the SEP Code of this machine, see "Maximum Values".
- ❒ You can enter numbers, ✱, #, and spaces.
- ❒ You can store SEP Codes as well as names and fax numbers in the destination list.
- ❒ The SEP Code is printed on lists and reports.

Reference

p.169 "Maximum Values"

"Fax Features", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

Entering a Password

There are times you may want to use a password when receiving faxes by SEP Code Reception using the SEP Code function.

Note

- ❒ You can store PWD Codes as well as names and fax numbers in the destination list.
- ❒ You can enter numbers, ✱, #, and spaces.
- ❒ The PWD Code is printed on lists and reports.
- ❒ For the maximum number of digits for the PWD Code, see "Maximum Values".

Reference

p.169 "Maximum Values"

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

SEP Code RX Reserve Report

This report is printed after SEP Code Reception is set up. You can use this report to check the reservations for SEP Code Reception.

Note

- ❒ You can turn this function on or off with the User Parameters (switch 03, bit 3) in the Fax Features menu.
- ❒ You can have a destination displayed with the User Parameters (switch 04, bit 4) in the Fax Features menu.
- ❒ You can display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.

Reference

"Fax Features", General Settings Guide

SEP Code RX Result Report

This report is printed after each SEP Code Reception is completed and shows its result.

Note

- ❒ You can also check the result of a SEP Code Reception with the Journal.
- ❒ You can turn this function on or off with the User Parameters (switch 03, bit 4) in the Fax Features menu.
- ❒ To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- ❒ You can display a destination with the User Parameters (switch 04, bit 4) in the Fax Features menu.
- ❒ You can display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.

Reference

p.134 “Journal”

“Fax Features”, General Settings Guide

Two-Sided Transmission (Double-Sided Transmission)

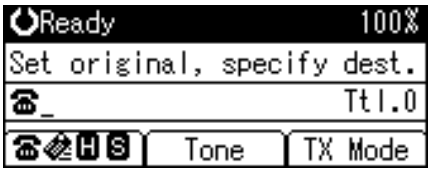
Use this function to send two-sided originals.

Important

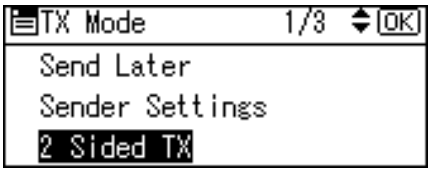
❒ The optional ARDF is required.

1 **Place the original in the ARDF, and then select the scan settings you require.**

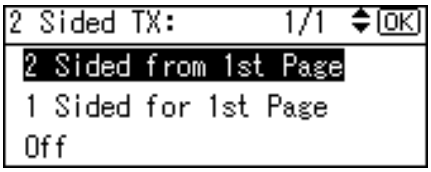
2 **Press [TX Mode].**



3 **Select [2 Sided TX] using [▲] or [▼], and then press the [OK] key.**



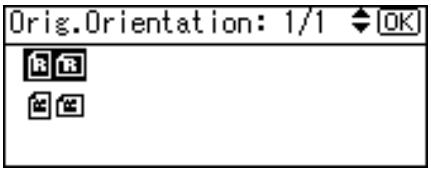
4 **Select the transmission mode using [▲] or [▼], and then press the [OK] key.**



Select **[2 Sided from 1st Page]** to send a two-sided original from the first page.

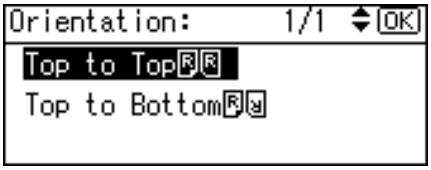
Select **[1 Sided for 1st Page]** if you want to send a cover letter as the first page.

5 **Select the position of the placed document using [▲] or [▼], and then press the [OK] key.**



To cancel Two-Sided Transmission, press the **[Escape]** key. The display returns to that of step **3**.

6 Select the page opening orientation using 【▲】 or 【▼】, and then press the 【OK】 key.



The screen returns to that of step 3.

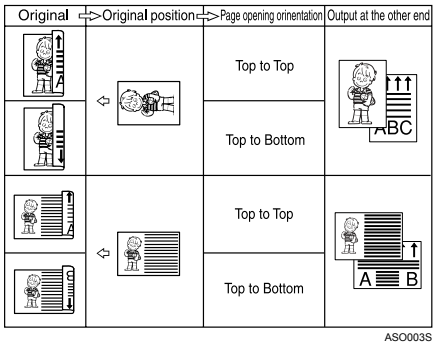
7 Press the 【Escape】 key.

The screen returns to the standby screen.

8 Specify a destination, and then press the 【Start】 key.

Note

- ❒ When using this function, two-sided originals cannot be sent by using just the exposure glass.
- ❒ The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the original position and page opening orientation.



- ❒ This function is only available with Memory Transmission.
- ❒ You can program one of the User Function keys with operations for this function. Using the User Function keys allows you to omit steps 2 and 3.
- ❒ Make sure that the specified original position matches the orientation of originals loaded in the ARDF.

Reference

p.29 “Placing Originals”
p.34 “Scan Settings”
“Fax Features”, General Settings Guide

3. Reception

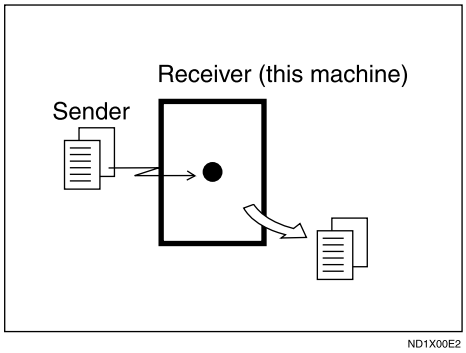
This section explains reception and reception functions such as printing received documents or routing received documents to other fax machines.

Types of Reception

This section explains different ways of receiving fax documents.

Immediate Reception

Each page of a fax document is printed as soon as it is received. This method is used for standard fax documents.



Important

- ❒ When receiving important fax documents, it is recommended that you confirm the contents of the received documents with the senders.
- ❒ The machine may not be able to receive fax documents when free memory space is low.
- ❒ If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

Note

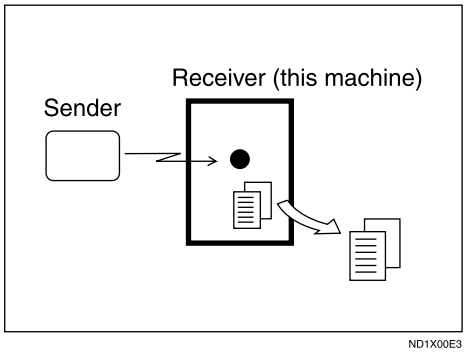
- ❒ If the Substitute Reception is used, a fax document is not printed: it is stored in memory.
- ❒ This machine supports Standard and Detail resolutions for reception. Faxes sent at Fine or Super Fine resolution is printed on your machine at Detail resolution. This may differ from the sender's intended resolution.

Reference

p.35 “Resolution”
p.104 “Memory Reception”
p.105 “Substitute Reception”
p.117 “Printing Options”

Memory Reception

The machine waits until all pages of the document have been received into memory before printing it.



Important

- ❒ About twelve hours after the machine is turned off, all fax documents stored in memory are lost. If any documents are lost in this way, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost documents. See "Troubleshooting When Using the Facsimile Function", Troubleshooting.
- ❒ The machine may not be able to receive fax documents when free memory space is low.
- ❒ If free memory reaches 0% during Memory Reception, any further reception becomes impossible and the current communication is terminated.

Reference

"Troubleshooting When Using the Facsimile Function", Troubleshooting

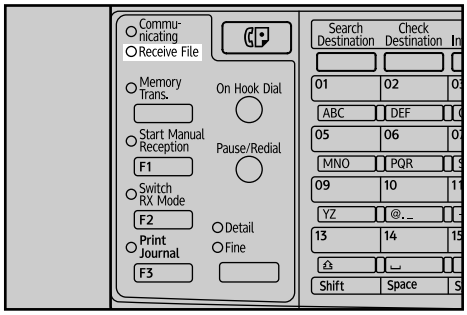
Substitute Reception

Substitute Reception is used when the machine cannot print any fax documents.

In Substitute Reception, a received fax document is stored in memory instead of being printed. Fax documents received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might be used for all fax documents received, or for only those documents that match a condition specified in the User Parameters in the Fax Features menu.

The Receive File indicator lights to let you know when fax documents have been received using Substitute Reception.



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Important

- ❒ Reception may not take place if there is not enough free memory.
- ❒ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Note

- ❒ The Receive File indicator may light even when receiving documents using Immediate Reception.

Reference

"Fax Features", General Settings Guide

Receiving documents unconditionally

If one of the conditions in the following list occurs, the machine receives all fax documents using Substitute Reception.

Problems	Causes	Solutions
The machine is printing with a different function.	The machine is busy printing with a different function.	The document is automatically printed after the current job finishes.
ϟ is lit.	The cover is open.	Close the cover shown in the display.

Receiving documents according to parameter-specified settings

If one of the conditions in the following list occurs, the machine receives only those documents that match the conditions specified in the User Parameters (switch 05, bit 2, 1) in the Fax Features menu.

Problems	Causes	Solutions
↳ is lit.	Paper is jammed.	Remove the jammed paper. For details about removing the paper, see "Clearing Misfeeds", Troubleshooting.
is lit.	All trays are out of paper.	Add paper. For details about adding paper, see "Adding Paper and Replacing Toner", Troubleshooting.
is lit.	Toner is empty.	Replace the toner bottle. For details about replacing the toner bottle, see "Adding Paper and Replacing Toner", Troubleshooting.
The message "`Problem with this tray.`" appears.	All trays are out of action.	Call your service representative.

You can specify the following conditions with the User Parameters (switch 05, bit 2, 1) in the Fax Features menu.

- When Own Name or Own Fax Number is received
  The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than twelve hours, all the documents stored in memory are deleted. In this case, the Journal can be used to identify the senders of the deleted documents, so you can ask them to resend.
  If a sender has not programmed their Own Name or Own Fax Number, the machine may fail to receive an important fax document. It is recommended that you ask important senders to program an Own Name or Own Fax Number in advance.
- Free
  The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.
- Disable
  The machine does not receive any documents.

Reference

"Fax Features", General Settings Guide

"Adding Paper and Replacing Toner", Troubleshooting

"Clearing Misfeeds", Troubleshooting

Reception Modes

There are two ways you can set up the machine to handle incoming calls:

- Manual Reception (an external telephone required)
- Auto Reception

Note

❒ An external telephone is required to use this machine as a telephone.

Auto Switch

In this mode, the machine rings a number of times. You can answer the call while the machine is ringing. If you do not answer the call, the machine automatically changes to receive fax documents.

Note

❒ You can change the number of rings using "RX Mode Auto Switch Time" in the Fax Features menu.

❒ When the other party send a fax document, the machine changes to receive the fax document automatically.

❒ You can connect a telephone answering machine with Auto Switch.

❒ Set a smaller number of rings for the telephone answering machine than for the fax machine.

❒ This function will not work with certain answering machines.

Reference

"Fax Features", General Settings Guide

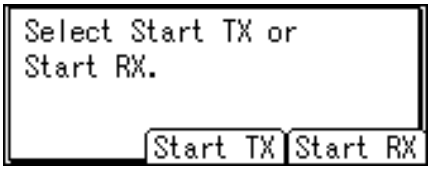
Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax document, you must switch manually to facsimile mode.

1 When the machine rings, pick up the handset of the external telephone.

2 If you hear beeps, press the 【Start】 key or the User Function key programmed with Start Manual Reception. (The 【Start】 key is only available in facsimile mode when an original is not placed.)

3 If you pressed the 【Start】 key in step 2, press [Start RX].



4 **Replace the handset of the external telephone. The machine will start receiving.**

Note

❒ When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the handset of the external telephone. You must first press the operation switch to turn on the machine.

Auto Reception

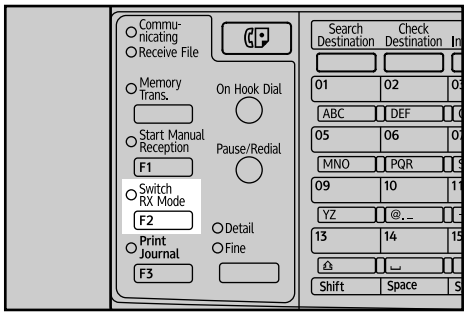
When a telephone call comes in, the machine automatically receives it as a fax document. Use this setting on a dedicated fax line.

Switching the Reception Mode

You can switch reception modes using Reception Settings in the Fax Features menu.

If you program a User Function key with Switch Reception Mode, you can switch the reception mode quickly.

1 **Press the 【Switch RX Mode】 key.**



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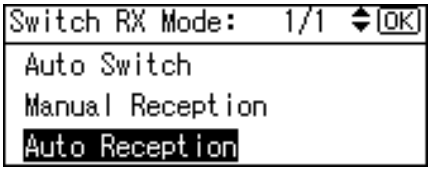
2 **Select the reception mode using 【▲】 or 【▼】, and then press the 【OK】 key.**



To cancel the selection, press the 【Escape】 key.

The standby display appears.

Reference

"Fax Features", General Settings Guide

Receiving Internet Fax Documents

You can receive e-mail documents by Internet Fax.

There are two methods of receiving e-mail: Auto E-mail Reception and Manual E-mail Reception.

Important

- ❒ To use Internet Fax functions, the optional printer/scanner unit must be installed.
- ❒ E-mail with attachments other than TIFF-F format files cannot be received. Senders receive an Error Mail Notification if their e-mail contains attachments. You can select whether or not the machine sends this message with User Parameters (switch 21, bit 7) in the Fax Features menu. However, TIFF-F documents created by the Saving function of DeskTopBinder can be received.
- ❒ If **[Require Secure Password Authentication (SPA) for all client connections]** is selected in Windows Server 2003, reception is not possible.

Note

- ❒ When Reception Protocol is set to POP3 or IMAP4, you can set the machine to retain incoming e-mail or delete it from the server in "System Settings".
- ❒ With User Parameters (switch 21, bit 1) in the Fax Features menu, you can have the machine send the return receipt in response to the reception notice request attached to the sent e-mail.

Reference

"System Settings", General Settings Guide

"Fax Features", General Settings Guide

Auto E-mail Reception

When this function is turned on, the machine periodically checks the e-mail server for incoming e-mail and downloads it as necessary.

Note

- ❒ If memory runs out, e-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.
- ❒ E-mail auto-reception should be set in "System Settings". When you select auto-reception, set the reception interval in minutes.
- ❒ E-mail can be received manually.

Reference

"System Settings", General Settings Guide

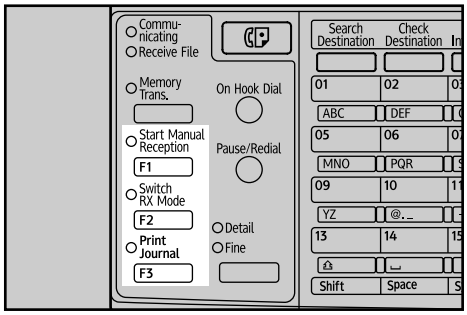
Manual E-mail Reception

Follow these steps to receive a fax by accessing the e-mail server manually.

Important

❒ Program the Manual E-mail Reception function to a User Function key beforehand.

1 Press the User Function key (【F1】 to 【F3】) programmed with Manual E-mail Reception.



2 Press the 【Start】 key.

```
Receive E-mail message.
Press Start key.
```

The machine accesses the server to check for e-mail and receives any new e-mail.

The standby display appears.

Note

❒ Alternatively, press the 【**Job Information**】 key, and then select **[Manual E-mail Reception]** to receive e-mail.

Reference

"Fax Features", General Settings Guide

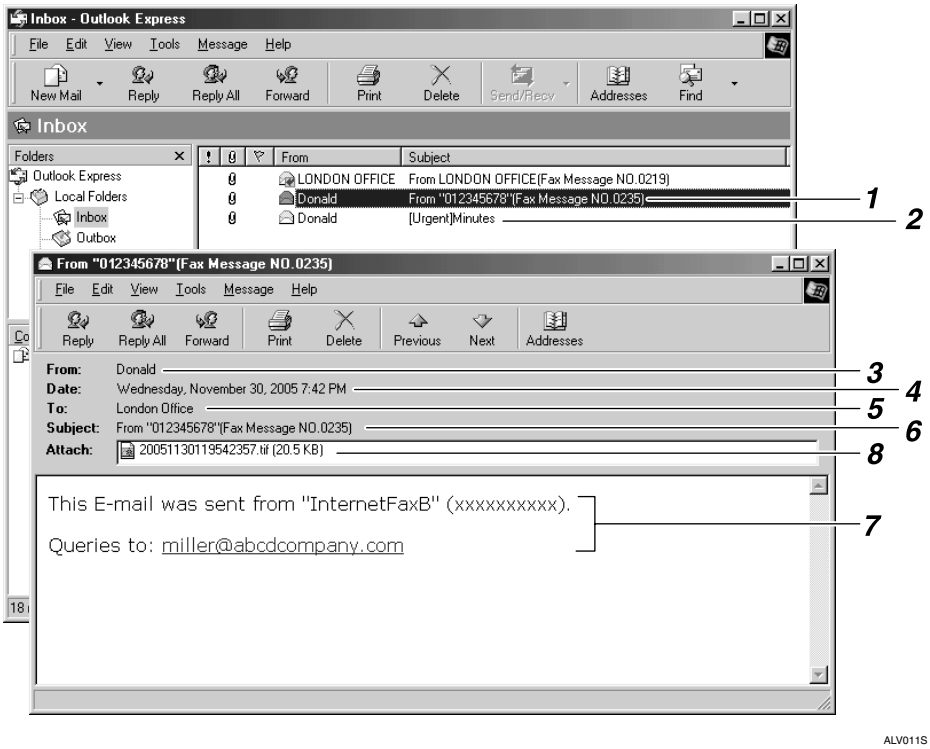
Received Images

Here is an example of an Internet Fax document sent from this machine and received on a computer using the Outlook Express e-mail application.

The received image varies according to the e-mail application.

Important

❒ When Internet Fax e-mail is sent to computer, the following information is always inserted in the e-mail text "`This E-mail was sent from "Host Name" (product name) Queries to: "Administrator's e-mail address"`". To check the host name and e-mail address, see "System Settings", General Settings Guide.



1. E-mail transmitted without specifying a subject in "E-mail Options".

2. E-mail transmitted with a subject specified in "E-mail Options".

3. From

The name (e-mail address) of the sender

4. Date

The date and time of e-mail transmission

5. To

The e-mail address of the recipient

6. Subject

Shows the subject specified in "E-mail Options" at the time of transmission. If no subject is specified, one is automatically assigned in the format shown in 1 above.

7. The message is inserted in all e-mail. "xxxx" is the machine name.

8. Attachment File

Any document included by the sender is displayed as an attached document.

Note

- ❒ The display format of the sender name differs according to that of the Stamp Sender Name setting and other functions.
- ❒ The display format of the subject varies according to Stamp Sender Name and other settings.

Reference

p.27 "E-mail Subject"

"System Settings", General Settings Guide

Reception Functions

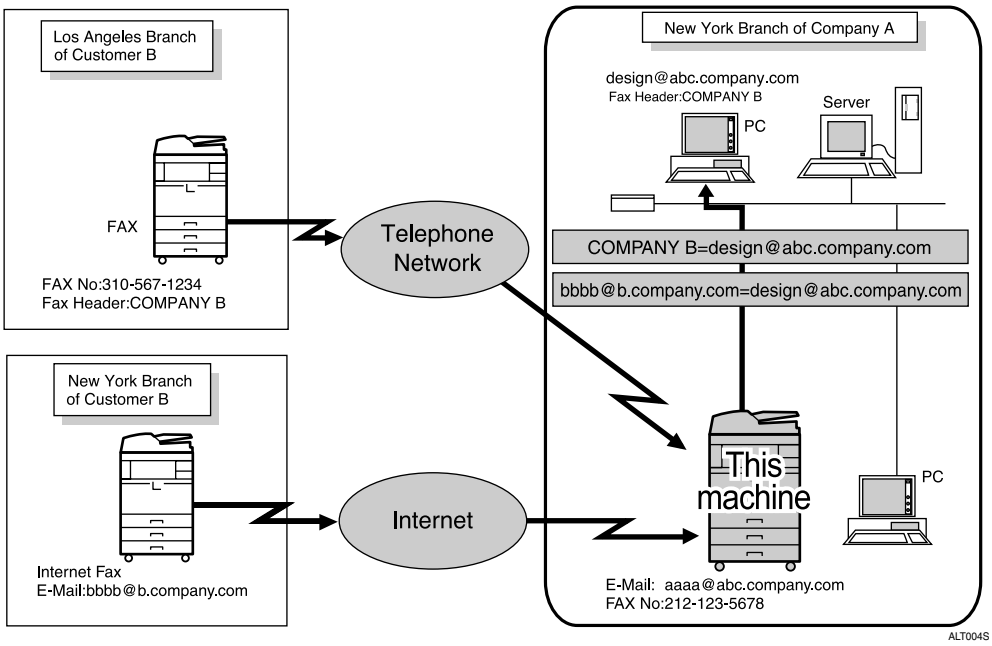
This section explains useful functions for receiving fax documents.

Important

- ❒ To use Internet Fax and IP-Fax functions, the optional printer/scanner unit must be installed.

Forwarding Received Documents

This machine can forward received documents to other destinations programmed in this machine.



Note

- ❒ A fax number, Internet Fax address, IP-Fax destination, or folder address can be set as a forwarding destination.
- ❒ If an e-mail address is programmed as the destination, documents received are forwarded as e-mail.
- ❒ You need to specify the Forwarding destination in advance. Forwarding can be set under Administrator Tools, in Fax Features.
- ❒ If you would like the machine to forward received documents to a particular destination according to the sender, specify the Forwarding destination for each sender under Fax Features, Administrator Tools, Program Special Sender. Documents from other senders are forwarded to the default Forwarding destination specified for this function.
- ❒ You can select whether the machine prints out the documents it forwards with User Parameters (switch 11, bit 6) in the Fax Features menu.
- ❒ You can set whether or not the Folder Transfer Result Report is transmitted to the specified e-mail address if folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders. For details, see "Fax Features", General Settings Guide.
- ❒ For the maximum number of destinations you can program in a group, see "Maximum Values".

Reference

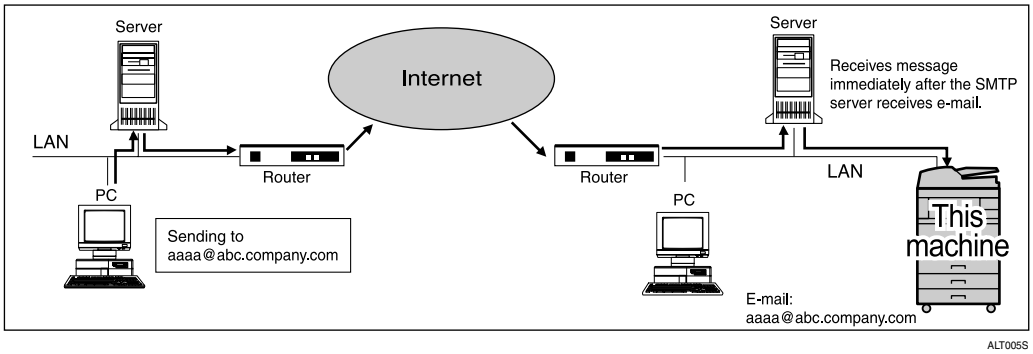
p.169 "Maximum Values"

"Fax Features", General Settings Guide

SMTP Reception Using Internet Fax

You can receive a document sent by Internet Fax using SMTP reception.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by the machine.



Important

- ❒ Set this machine beforehand using the MX record of the DNS server to enable SMTP reception.
- ❒ Set the reception protocol to SMTP under "System Settings".

Note

- ❒ You can route received e-mail to other Internet Fax machines as well.
- ❒ Even if SMTP reception is enabled on the DNS server, e-mail sent from the SMTP server will not be received and the machine reports an error if SMTP reception is not set in "System Settings". Also, the SMTP server sends an error notification to the originator.
- ❒ If an error occurs while receiving e-mail, reception is aborted, the e-mail is deleted, and Error Report is printed. Also, the SMTP server will send an error notification to the originator.
- ❒ When the SMTP server attempts to route received documents to this machine while the machine is transmitting e-mail, the machine will respond to the SMTP server with a "busy" signal. Then, the SMTP server usually tries resending the documents until the set timeout.

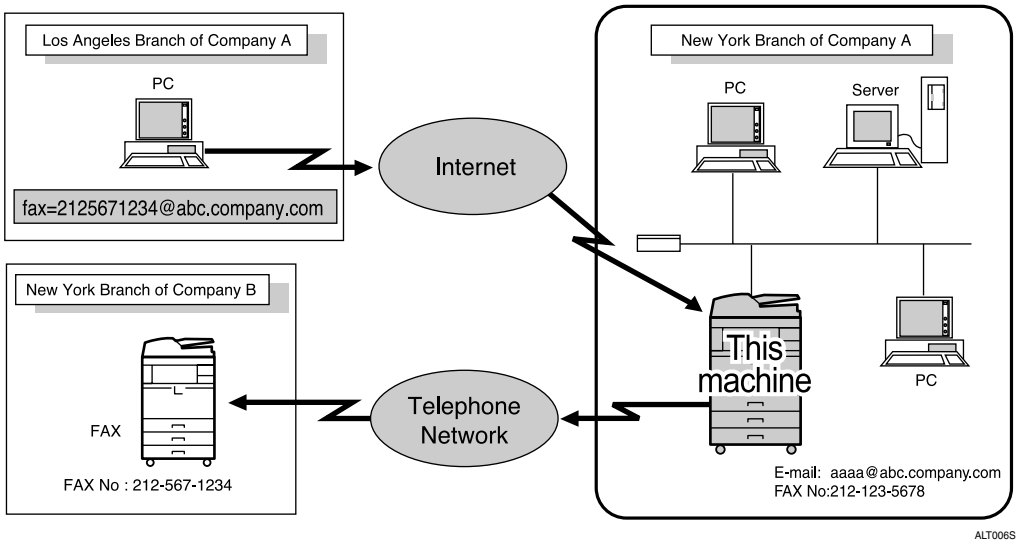
Reference

p.109 "Auto E-mail Reception"

"System Settings", General Settings Guide

Routing e-mail received via SMTP

E-mail received via SMTP can be routed to other fax machines.



Important

- ❒ Before routing e-mail received via SMTP, you first must set "SMTP RX File Delivery" to "On" in the Fax Features menu.
- ❒ Depending on security settings, this function may not be available.

The originator can request transfer of e-mail sent to another fax machine by specifying the e-mail address as follows:

❖ **Fax Number**

fax=destination fax number@host name of this machine. domain name
Example: to transfer to fax number 212-123-4567, specify:
fax=2121234567@abc.company.com

❖ **Single destination programmed in the Quick Dial Keys**

fax=#registration number of 3 digits or less@host name of this machine.domain name
Example: to transfer to the destination number 001:
fax=#001@abc.company.com

❖ **Group destination programmed in the destination list**

fax=#**registration number of 3 digits or less@host name of this machine.domain name
Example: to transfer to the destination programmed under Group number 004:
fax=#**004@abc.company.com

Note

- ❒ E-mail received via SMTP can also be routed to single or group destinations programmed in the destination list.
- ❒ If an e-mail transfer request is received when the "SMTP RX File Delivery" is "Off" in the Fax Features menu, this machine responds with an error message to the SMTP server.
- ❒ You can make settings that limit transfer to specified originators.
- ❒ Using this function, you can also send documents from your e-mail application to e-mail addresses and G3 fax machines' destinations through this machine simultaneously.
- ❒ For the maximum number of destinations you can program in a group, see "Maximum Values".

Reference

p.169 "Maximum Values"

"Fax Features", General Settings Guide

JBIG Reception

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. It allows you to receive documents sent in the JBIG format through JBIG Transmission.

Important

- ❒ This function is not available with Internet Fax function.

Auto Fax Reception Power-Up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming documents as long as the main power switch is on.

Important

- ❒ Reception is not possible if both the operation switch and main power switch are turned off.

Note

- ❒ You can set whether documents are printed as soon as they are received (Immediate Reception) with the User Parameters (switch 14, bit 0) in the Fax Features menu.
- ❒ You can also have fax documents received by Memory Reception (Substitute Reception) printed after the machine is turned on.

Reference

"Fax Features", General Settings Guide

Printing Options

This section explains useful functions for printing received documents.

Print Completion Beep

When this function is turned on, the machine beeps to let you know when a received document is printed.

Note

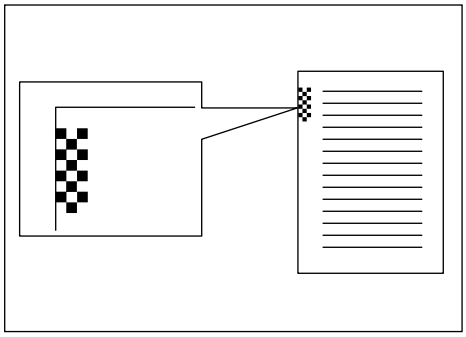
❒ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level) using Adjust Sound Volume in the Fax Features menu.

Reference

"Fax Features", General Settings Guide

Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax documents to help you separate them.



ND1X00E5

Note

❒ You can turn this function on or off using Checkered Mark in the Fax Features menu.

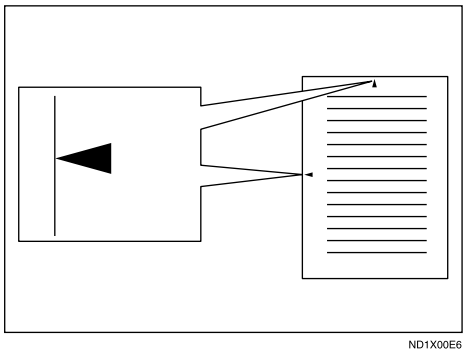
Reference

"Fax Features", General Settings Guide

Centre Mark

When this function is enabled, marks are printed halfway down the left side and at the top centre of each page received.

This makes it easy for you to position a hole puncher correctly when you file received documents.



Note

- ❒ You can enable or disable this function using Center Mark in the Fax Features menu.
- ❒ The Centre Mark may deviate a little from the exact centre of the edge.

Reference

"Fax Features", General Settings Guide

Reception Time

You can have the date, time, and file number printed at the bottom of the document when it is received.

Note

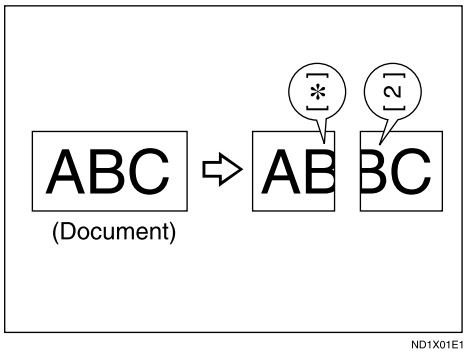
- ❒ You can turn this function on or off using Print Reception Time in the Fax Features menu.
- ❒ When a received document is split and printed on two or more sheets, the reception time is printed on the last sheet.
- ❒ The time when the document was printed can also be recorded on the document. If you need this function, contact your service representative.

Reference

"Fax Features", General Settings Guide

Page Separation and Length Reduction

If the size of a received document is longer than the paper loaded in the machine, each page of the document can be split and printed on several sheets, or reduced and printed on a single sheet.



For example, this function splits the document if the document length is 20 mm (0.79") or longer than the paper used. The document is reduced if it is less than 20 mm (0.79"). When a document is split, an asterisk (✱) is inserted at the split position and about 10 mm (0.39") of the split area is duplicated on the top of the second sheet.

Note

❒ Your service representative can customize this function with the following settings:
- Reduction
- Print split mark
- Overprinting
- Overprinting length
- Guideline for split

❒ You can adjust the overprinting and reduction lengths within the following ranges:
- Overprinting length: 4 mm (0.16"), 10 mm (0.39"), 15 mm (0.59")
- Guideline for split: 5-155 mm (5 mm steps)/0.2-6.1" (0.2" steps)

TSI Print (Transmitting Subscriber Identification Print)

Usually the sender's Fax Header is printed on received documents. When you receive an Internet Fax document, the e-mail address of the sender is printed. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the document came from.

Note

❒ You can turn this function on or off in the User Parameters (switch 02, bit 3) in the Fax Features menu.

Reference

"Fax Features", General Settings Guide

If There Is No Paper of the Correct Size

If there is no paper in the machine that matches the size of a received document, the machine will choose a paper size based on the paper available.

Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20 mm (0.79")
Width or Length Priority	Width

Note

❒ The document is split over two sheets of paper depending on the paper size.

❒ Paper placed in the bypass tray is not usually selected for printing a received document.

❒ Widths that this machine can receive are A4 and LT ($8^1/_2$"×11"). Any documents narrower than A4 or LT ($8^1/_2$"×11") are received at A4 or LT ($8^1/_2$"×11") width. The length of documents depends on the document.

❒ The paper size used to print a received document may be different from the size of the sent original.

Reference

p.119 "Page Separation and Length Reduction"

Setting priority trays

With the same size of paper loaded into multiple trays, you can make the machine use one tray for one function and another tray for another function.

For example, you may load white A4 paper into tray 1 to use when making copies, and yellow A4 paper into tray 2 to use when printing received faxes. You can then easily identify for which purpose paper has been output. You can perform this setting in "Ppr Tray Priority:Fax" in "System Settings".

Note

❒ When a different size of document from the priority tray is received, the tray containing the same size of paper as the received document is used.

Reference

"System Settings", General Settings Guide

Just size printing

If you enable this function, received documents are printed on the sheet that has the highest priority.

This function is enabled with User Parameters (switch 05, bit 5) in the Fax Features menu.

If the paper tray is not stocked with paper of a suitable size to print a received document, a message appears on the display prompting you to load paper of the required size. When you have loaded new paper, press **[Exit]** to print the document.

```
Out of paper.
Load following paper and
press [Exit].
A4▭                Exit
```

Note

❒ After pressing **[Exit]**, procedure varies depending on machine status when the message occurred.

- If any received documents or reports were being printed automatically, the printer automatically continues printing from where it left off.
- If any documents or reports were being printed manually, the printer does not resume printing. Perform the operation from the beginning again.

Reference

"Fax Features", General Settings Guide

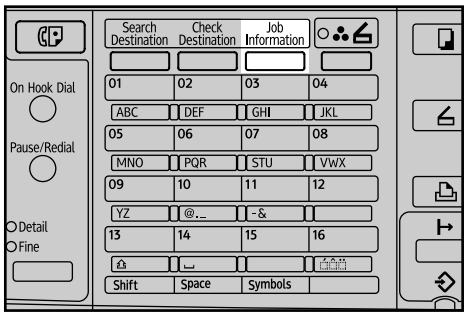
4. Changing/Confirming Communication Information

This section explains the features of the 【Job Information】 key, which you can use to confirm communication results on the screen or printed reports.

Printing a List of Files in Memory (Print TX Standby File List)

Print this list if you want to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

1 Press the 【Job Information】 key.



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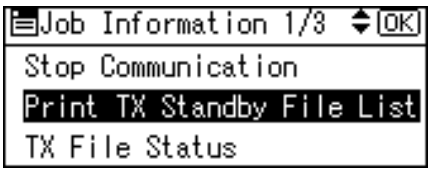
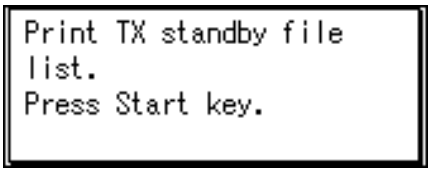
2 Select [Print TX Standby File List] using 【▲】 or 【▼】, and then press the 【OK】 key.



To cancel printing before pressing the 【Start】 key, press the 【Escape】 key. The standby display appears.

3 Press the 【Start】 key.



To cancel printing after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step 2.

The display returns to that of step 2 after printing a TX Standby File List.

4 Press the 【Escape】 key.

The standby display appears.

Note

- ❒ The contents of a file stored in memory can also be printed.
- ❒ You can set whether or not to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.

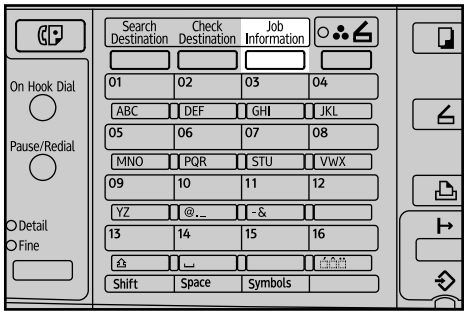
Reference

"Fax Features", General Settings Guide

Printing a File from Memory

If you want to check the contents of a file that is stored in memory and not yet sent, use this procedure to print it out.

1 **Press the 【Job Information】 key.**



2 **Select [Print TX Standby File] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
Job Information 2/3  OK
 RX File Status
 Print TX Standby File
 Print Memory Lock File
```

3 **Select the file you want to print using 【▲】 or 【▼】.**

```
Standby File:      1/1
28 Oct.21:28     P1▶standby
☎005TORONTO OFFICE No.153
 Print
```

To cancel printing, press the 【Escape】 key. The display returns to that of step **2**.

4 **Press [Print].**

```
Standby File:      1/1
28 Oct.21:28     P1▶standby
☎005TORONTO OFFICE No.153
 Print
```

To cancel printing after pressing **[Print]**, press the 【Clear/Stop】 key. The display returns to that of step **2**.

The display returns to that of step **2** after printing a TX Standby File.

Repeat from step **2**, if you want to print another file.

5 **Press the 【Escape】 key.**

The standby display appears.

Note

❒ You can also print files that have not been successfully transmitted.

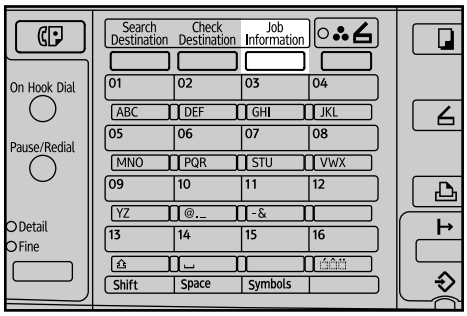
Checking the Transmission Result (TX File Status)

You can confirm transmission by the display, report, or e-mail.

Confirming on Display

Follow these steps to display the transmission results.

1 Press the 【Job Information】 key.



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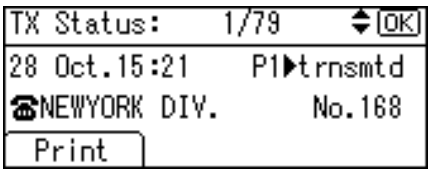
2 Select [TX File Status] using 【▲】 or 【▼】, and then press the 【OK】 key.

3 Check the transmission results using 【▲】 or 【▼】.



When a fax is sent, the Own Fax Number or Own Name information of the receiver appears. When an Internet Fax is sent, the e-mail address you entered or the name programmed in the machine's destination list appears. For a transmission from a computer, “-- LAN-Fax -->” is shown.

4 Press the 【Escape】 key twice.

The standby display appears.

Note

- ❒ Only the transmission results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".
- ❒ You can view sent fax documents and their lists, using a network computer Web Image Monitor. For details, see the Web Image Monitor's Help.
- ❒ If a transmission is completed while you are using this function, the result will not appear. To view the latest result, exit TX File Status, and then try again.
- ❒ You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps 1 and 2.
- ❒ When documents are transmitted from the computer to the machine, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.

Reference

p.169 "Maximum Values"

"Fax Features", General Settings Guide

Confirming by Report

Print reports for confirmation.

❖ Memory Transmission

If a document cannot be sent, a Communication Failure Report is automatically printed. Or, you can use the Communication Result Report to check each transmission result regardless of status.
This report is printed each time a Memory Transmission is completed if turned on with User Parameters (switch 03, bit 0) in the Fax Features menu.
You can also print the report by programming the Print TX Status Report to a User Function key and pressing this when specifying a destination.
If you turn the Communication Result Report on, the Communication Failure Report is not printed.

❖ Immediate Transmission

You can confirm the result with an Immediate TX Result Report.
Select to print this report in User Parameters (switch 03, bit 5) in the Fax Features menu. A report is printed after every Immediate Transmission is completed.
You can also print the report by programming the Print TX Status Report to a User Function key and pressing this when specifying a destination.

Reference

p.130 "Communication Result Report (Memory Transmission)"

p.131 "Immediate TX Result Report (Immediate Transmission)"

p.132 "Communication Failure Report"

"Fax Features", General Settings Guide

Confirming by E-mail

Use the E-mail TX Result function to send reports by e-mail to a computer, and then confirm them on the computer.

The available reports are:

- Communication Result Report.
- Immediate TX Result Report.
- Polling with SEP RX Result.

Important

❒ To confirm transmission results by e-mail, the optional printer/scanner unit must be installed.

❒ You must first register the e-mail addresses of the destinations the report is to be sent to on the destination list.

Note

❒ When using the Sender Settings function to select the sender, the transmission results are sent to senders' e-mail addresses that have been registered. Select the sender from the Internet Fax destinations in the destination list.

❒ If you send fax documents from a computer, use LAN-Fax Driver to specify whether or not the LAN-Fax Result Report is sent to the computer.

Reference

p.83 “Sender Settings”

p.131 “Immediate TX Result Report (Immediate Transmission)”

“Registering Addresses and Users for Facsimile/Scanner Functions”, General Settings Guide

Confirming by Report and E-mail

You can confirm transmission results using both the E-mail TX Result function, which sends the results by e-mail, and the Communication Result Report printed by the machine.

You can set whether to use both of these together in User Parameters (switch 10, bit 6) in the Fax Features menu.

Reference

“Fax Features”, General Settings Guide

Communication Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission.

Note

- ❒ If two or more destinations are specified, this report is printed after the fax document is sent to all the destinations.
- ❒ If the machine is set up not to print this report and the fax document could not be successfully transmitted, a Communication Failure Report is printed.
- ❒ You can turn this function on or off with the User Parameters (switch 03, bit 0) in the Fax Features menu.
- ❒ You can set whether or not to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.
- ❒ You can select whether to include part of the original image on the report with the User Parameters (switch 04, bit 7) in the Fax Features menu.
- ❒ To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- ❒ You can set whether or not to display a destination with the User Parameters (switch 04, bit 4) in the Fax Features menu.
- ❒ The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.
- ❒ "--" indicates that the Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

Reference

p.132 "Communication Failure Report"

"Fax Features", General Settings Guide

Immediate TX Result Report (Immediate Transmission)

If you turn this report on, a report is printed after every Immediate Transmission so you have a record of whether the transmission was successful or not.

If the machine is set up not to print this report and the fax document could not be successfully transmitted, the Error Report is printed instead.

Note

- ❒ You can switch this report on or off in the User Parameters (switch 03, bit 5) in the Fax Features menu.
- ❒ To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- ❒ You can set whether or not to display a destination with the User Parameters (switch 04, bit 4) in the Fax Features menu.
- ❒ If the page was sent successfully, the Page column gives the total number of pages sent successfully.

Reference

“Fax Features”, General Settings Guide

Communication Failure Report

This report is printed when a document could not be successfully transmitted with Memory Transmission.

If the machine is set up to print a Communication Result Report, this report is not printed. Use it to keep a record of failed transmissions so you can send them again.

Note

- ❒ You can select whether the Communication Failure Report is automatically printed using the User Parameters (switch 04, bit 1) in the Fax Features menu.
- ❒ This report is only printed if the Communication Result Report is turned off and a document could not be successfully transmitted with Memory Transmission.
- ❒ You can select whether to include part of the original image on the report with the User Parameters (switch 04, bit 7) in the Fax Features menu.
- ❒ You can set whether or not to display a destination with the User Parameters (switch 04, bit 4) in the Fax Features menu.
- ❒ You can set whether or not to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.
- ❒ The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.
- ❒ "Unprogrammed" indicates that the document could not be sent because the forwarding destination is not programmed.
- ❒ "--" indicates that the Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

Reference

"Fax Features", General Settings Guide

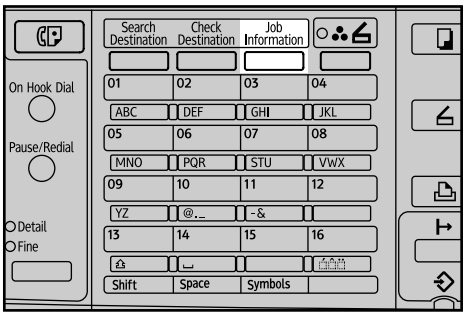
Checking the Reception Result (RX File Status)

Confirm the reception result on the screen or in a report.

Confirming on Display

Follow these steps to display the reception result.

1 Press the 【Job Information】 key.



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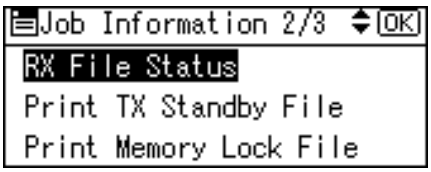
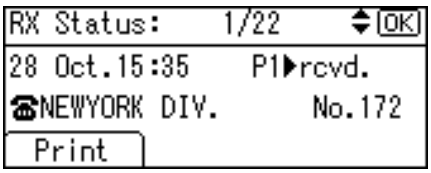
2 Select [RX File Status] using 【▲】 or 【▼】, and then press the 【OK】 key.



3 Check the reception results using 【▲】 or 【▼】.



When a fax or IP-Fax is received, the sender's fax number or Fax Header information appears. When an Internet Fax is received, the sender's e-mail address appears.

4 Press the 【Escape】 key twice.

The standby display appears.

Note

- ❒ Only the reception results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".
- ❒ You can view received fax documents and their lists, using a network computer Web Image Monitor. For details, see the Web Image Monitor's Help.
- ❒ If a document is received while you are using this function, the result will not appear. To view the latest result, exit RX File Status, and then try again.
- ❒ You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps 1 and 2.

Reference

p.169 "Maximum Values"

"Fax Features", General Settings Guide

Confirming by Report

Print a report to confirm reception results.

Journal

Print the Journal to confirm the latest reception results. For details, see "Journal".

Reference

p.136 "Journal"

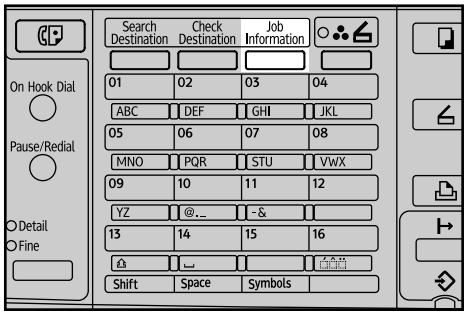
Printing the Journal

You can print the Journal manually.

Important

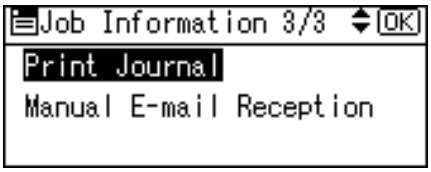
❒ The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions.

1 **Press the 【Job Information】 key.**



ASO020S

2 **Select [Print Journal] using 【▲】 or 【▼】, and then press the 【OK】 key.**



3 **Press the 【Start】 key.**

To cancel printing after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step **2**.

The display returns to that of step **2** after printing the Journal.

4 **Press the 【Escape】 key.**

The standby display appears.

Note

❒ You can set whether the Journal is automatically printed after every 50 communications in User Parameters (switch 03, bit 7) in the Fax Features menu.

❒ Depending on security settings, the Journal is not automatically printed.

❒ You can set whether or not to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.

❒ You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps **1** and **2**.

❒ Depending on security settings, the Destination/Sender name may not appear.

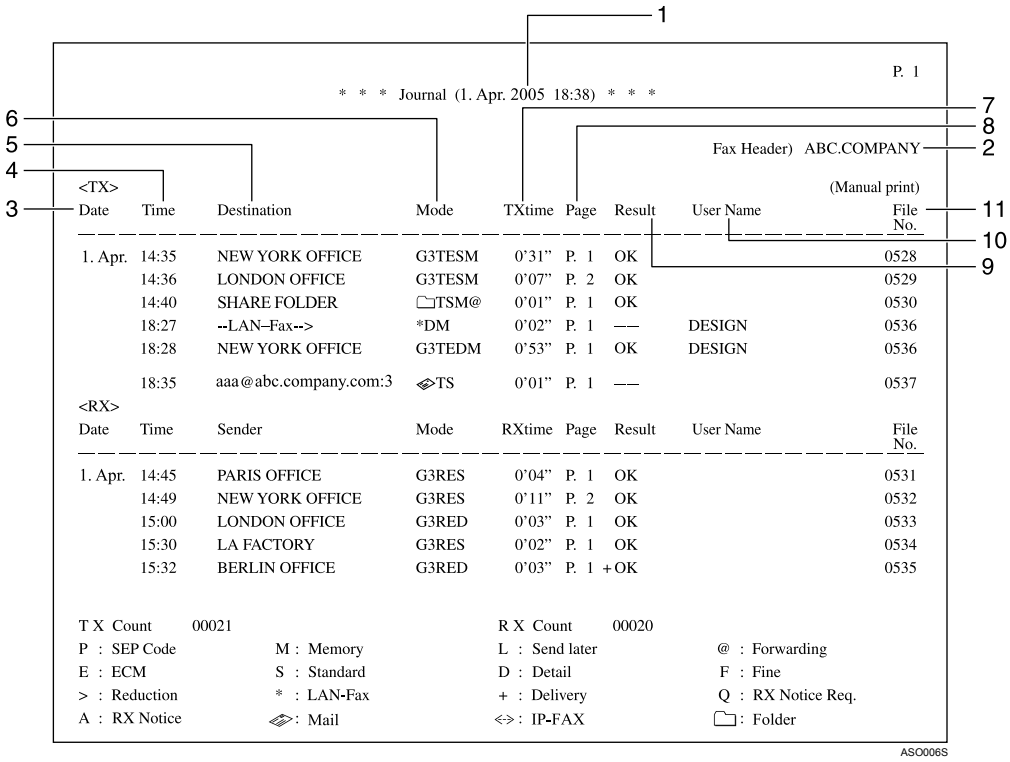
❒ For the maximum number of communication results printed in the Journal, see “Maximum Values”.

Reference

p.169 “Maximum Values”
“Fax Features”, General Settings Guide

Journal

This section explains the items printed in the Journal.



1. Printing date

Shows the date and time the report was printed.

2. Programmed Fax Header

Shows the sender name programmed for printing.

3. Date

Shows the transmission or reception date.

4. Time

Shows the transmission or reception start time.

5. Other end

- For fax destinations
  Shows the name (for display) programmed by the other end.
  Shows the programmed fax number if the name (for display) was not programmed.
  If neither name nor fax number was programmed by the other end, an entered fax number or a name programmed in a destination list is shown for transmissions.

- For Internet Fax destinations
  At time of transmission, it shows the e-mail address or name programmed in the destination list. At time of reception, it shows the e-mail address of the sender.
  At time of broadcasting transmission, it shows the number of destinations after the e-mail addresses or names of destination.
  When documents are transmitted from the computer to the machine, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.
- For IP-Fax destinations
  Shows the IP-Fax destination or name programmed in the destination list. The fax destination details appear on the reception report.
- For Folder destinations
  Shows the name programmed in the destination list.

6. Communication mode

- For fax transmissions and receptions
  After "G3", "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols.
- For Internet Fax transmissions and receptions
  After ✉, "T" for outgoing e-mail or "R" for incoming e-mail, and the communication mode appear in alphabetical letters or symbols. Outgoing e-mail set for Reception Notice of E-mail Options is indicated by a "Q", whereas "A" appears with reception notice e-mail.
- For IP-Fax transmissions and receptions
  After <->, "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols.
- For forwarding to the folder destinations
  After 🗀, and "T" for outgoing faxes or e-mail, the communication mode appears in alphabetical letters or symbols.

7. Communication time

Shows time taken for transmissions or receptions.

8. Number of pages

Shows the number of pages transmitted or received.

9. Communication result

Shows the result of transmissions or receptions.

OK: All pages were properly transmitted or received. When Reception Notice is activated using the Internet Fax E-mail Options, receipt of Reception Notice is shown. The results of received documents that were routed are preceded by "+".

--: The Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.) When using LAN-Fax, the results of communication from a computer to this machine are shown.

Error: A communication error occurred.

D: Power was disconnected during communication. Not all fax documents were transmitted.

10. User name

Shows the sender's name.

11. File number

Shows file management numbers.

Note

❒ To prioritize a fax number or name programmed in the destination list, contact your service representative.

Transmitting Journal by E-mail

Use this function to send the Journal to the administrator's e-mail address.

The Journal is sent automatically after every 50 communications. A CSV format Journal is attached to the e-mail.

Important

- ❒ To transmit the Journal by e-mail, the optional printer/scanner unit must be installed.
- ❒ To transmit the Journal by e-mail, it is necessary to make settings with User Parameters (switch 21, bit 4) in the Fax Features menu.
- ❒ This machine does not store sent CSV files. It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost. Sent CSV files are not left on the fax machine.

Note

- ❒ If the administrator's address is wrong, you may not be able to acquire the Journal.
- ❒ If the Journal fails to be transmitted in e-mail format, the Journal is printed out.
- ❒ The name of an attached CSV file is "JOURNAL+year, month, date, hours, minutes". For example, the file name transmitted in 14:40 on 20th, December, 2006 is "JOURNAL200612201440.csv".
- ❒ The subject of a Journal sent by e-mail begins with "Journal".

Reference

"Fax Features", General Settings Guide

Journal by e-mail

If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of an administrator.

Note

- ❒ You can set whether or not to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.
- ❒ To set the administrator e-mail address, see "System Settings", General Settings Guide.
- ❒ Depending on security settings, the Destination/Sender name may not appear.

Reference

p.88 "Requesting a Reception Notice"

"System Settings", General Settings Guide

"Fax Features", General Settings Guide

Printing a File Received with Memory Lock

This is a security function designed to prevent unauthorized users from reading your documents. If Memory Lock is switched on, all received documents are stored in memory and are not automatically printed.

To print the documents, you have to enter the Memory Lock ID. When your machine has received a document with Memory Lock, the Receive File indicator blinks.

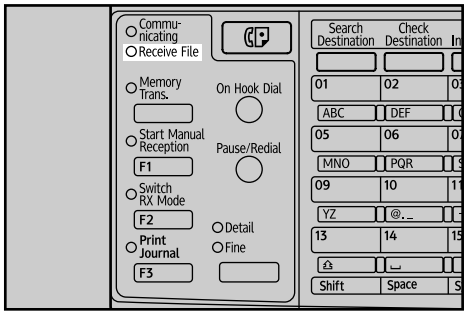
Before using this function, the following preparations are required in the Fax Features menu.

- Program your Memory Lock ID.
- Set Memory Lock to On.

Important

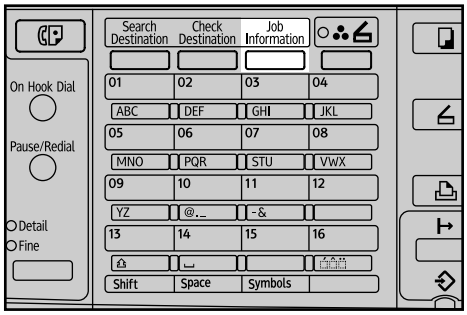
❒ If the main power switch is turned off for about twelve hours, all documents protected by Memory Lock are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. For details, see "Troubleshooting When Using the Facsimile Function", Troubleshooting.

1 Confirm that the Receive File indicator is blinking.



ASO021S

2 Press the 【Job Information】 key.



ASO020S

3 **Select [Print Memory Lock File] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
Job Information 2/3  OK
RX File Status
Print TX Standby File
Print Memory Lock File
```

If no documents were received while Memory Lock was switched on, the message "`There are no memory lock files.`" is shown, and then the display returns to that of step **3**.

4 **Enter a 4-digit Memory Lock ID with the number keys, and then press the 【Start】 key.**

```
Print Memory Lock:
Enter Mem. Lock ID, Start.
        ****
```

If the Memory Lock ID does not match, the "`Specified code does not match the programmed Memory Lock ID.`" message appears, and then the display returns to the previous screen. Retry after checking the Memory Lock ID.

5 **Press the 【Escape】 key.**

The standby display appears.

Note

- ❒ Even when Memory Lock is available, if free memory is insufficient, reception is not possible.
- ❒ You can also apply a Memory Lock to documents that come only from certain senders.
- ❒ Documents received by SEP Code Reception are automatically printed even if this function is switched on.
- ❒ If you print a Memory Lock File, it is deleted.

Reference

"Fax Features", General Settings Guide

"Troubleshooting When Using the Facsimile Function", Troubleshooting

5. Fax via Computer

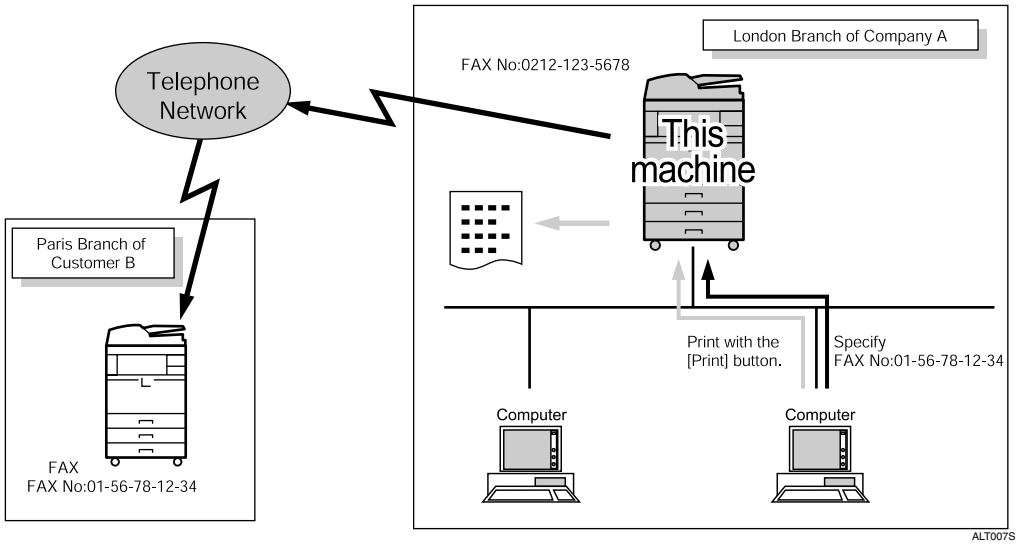
This section explains how to use this machine's facsimile function from a computer via a network.

Sending Fax Documents from Computers

You can send a document created with a Windows application from a computer connected to the machine to another fax machine.

Connect computers to the machine via parallel port, LAN, IEEE 802.11b (wireless LAN), or USB 2.0.

- To send a fax, simply select **[Print...]** from the Windows application, then select LAN-Fax as the printer, and then specify a destination. LAN-Fax enables paperless faxing from your computer to the other destinations.
- In addition to sending faxes, the LAN-Fax Driver allows this machine to be used for printing out documents prepared on a computer for proof checking.
- To use the LAN-Fax Driver, connect this machine to a LAN and make the necessary network settings, and then install the LAN-Fax Driver and the related utilities on your computer.



Important

- ❒ To specify IP-Fax destinations or Internet Fax destinations, the optional printer/scanner unit must be installed.
- ❒ Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check for errors by using a Web Image Monitor. See Web Image Monitor help.
- ❒ USB connection is not available when using the LAN-Fax function on Windows 98.
- ❒ If your operating system is Windows Me, download USB Printing Support for Windows Me from the supplier's Web site.
- ❒ The facsimile function of this machine cannot be used with IPv6.

Note

- ❒ It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

Before Use

To use these features, a LAN-Fax Driver must be installed on your computer. Use the LAN-Fax Driver included on the printer CD-ROM. You must also make the required computer to fax network settings on the machine, according to the type of connection.

Note

- ❒ When a personal computer and the machine are connected in parallel: See “Preparing the Machine”, Printer Reference.
- ❒ When using Ethernet or IEEE 802.11b (wireless LAN): See “Connecting the Machine”, General Settings Guide.

Reference

“Connecting the Machine”, General Settings Guide

“System Settings”, General Settings Guide

“Preparing the Machine”, Printer Reference

Using the Software

This section provides information about LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor.

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

Important

- ❒ All operations cannot be guaranteed depending on the system environment.
- ❒ If your operating system is Windows NT 4.0, download LAN-Fax Driver for Windows NT 4.0 from the supplier's Web site.
- ❒ When you use Windows NT, LAN-Fax Driver will not work in an RISC base processor (MIPS R series, Alpha AXP, PowerPC) environment.

❖ Location of the file

The following folders are on the CD-ROM:

- LAN-Fax Driver for Windows 98/Me
  \DRIVERS\LAN-FAX\WIN9X_ME
- LAN-Fax Driver for Windows 2000/XP and Windows Server 2003
  \DRIVERS\LAN-FAX\WIN2K_XP

❖ Operating environment

- Computer
  PC/AT compatible
- Operating systems
  Microsoft Windows 98/Me
  Microsoft Windows 2000/XP
  Microsoft Windows Server 2003
  Microsoft Windows NT 4.0
- Display
  VGA 640×480 pixels or more

Note

- ❒ Before beginning installation, exit all other applications.

Address Book

Address Book helps you edit LAN-Fax transmission destinations.

❖ Operating systems

Microsoft Windows 98/Me
Microsoft Windows 2000/XP
Microsoft Windows Server 2003
Microsoft Windows NT 4.0

LAN-Fax Cover Sheet Editor

LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

❖ **Operating systems**

Microsoft Windows 98/Me
Microsoft Windows 2000/XP
Microsoft Windows Server 2003
Microsoft Windows NT 4.0

Auto Run program

The installers for various drivers and utilities launch automatically as Auto Run programs when you insert the CD-ROM.

LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor can be installed by Auto Run.

Important

- ❒ If the plug and play function starts, click **[Cancel]** in the **[New Hardware Found]**, **[Device Driver Wizard]**, or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]**, **[Device Driver Wizard]**, or **[Found New Hardware Wizard]** dialog box appears depending on the system version of Windows 98/Me, Windows 2000/XP, Windows Server 2003, or Windows NT 4.0.
- ❒ Auto Run might not work automatically with certain OS settings. If this is the case, double-click "Setup.exe", located on the CD-ROM root directory.
- ❒ If you want to cancel Auto Run, hold down the 【**SHIFT**】 key (when your system is Windows 2000/Windows XP or Windows Server 2003, hold down the left 【**SHIFT**】 key) while inserting the CD-ROM. Keep the 【**SHIFT**】 key held down until the computer stops reading the CD-ROM.
- ❒ Clicking **[Cancel]** during installation aborts the installation. If you cancel the installation, restart your computer and install the rest of the software or printer driver.

Note

- ❒ If your operating system is Windows 2000/XP or Windows Server 2003, installing a printer driver using Auto Run requires Administrator permissions. When you install LAN-Fax Driver using Auto Run, log on using an account that has Administrator permissions.

Installing Individual Applications

You need to install a LAN-Fax Driver on your computer before using the LAN-Fax functions. The LAN-Fax Driver is on the CD-ROM included with the machine.

Address Book and LAN-Fax Cover Sheet Editor are installed with the LAN-Fax Driver. Address Book helps you edit LAN-Fax transmission destinations. LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Use the following procedure to install LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor at one time.

Important

- ❒ Before installing the above applications, install SmartDeviceMonitor for Client.

1. **Quit all applications currently running.**
2. **Insert the CD-ROM included with this machine into the CD-ROM drive of your computer.**

   The installer launches automatically, and the language selection window appears.

   Depending on your operating system settings, the installer may not launch automatically. If it does not, double-click "Setup.exe" in the CD-ROM root directory to launch the installer.
3. **Select the interface language of the software, and then click [OK].**
4. **Click [LAN-Fax Driver].**

   The software license agreement window appears.
5. **Read all of the terms and, if you agree, select [I accept the agreement.], and then click [Next].**

   If you select **[I don't accept the agreement.]**, you cannot complete the installation.
6. **Select the [LAN-Fax Driver] check box, and then click [Next].**
7. **Confirm that the [Printer Name:<LAN-Fax M11>] check box is selected, and then click [Continue].**

   Select the desired port.
8. **Click [Finish].**

   The installation completion dialog box appears.
9. **Click [Finish].**
10. **Click [Exit].**

Setting LAN-Fax Driver Properties

This section explains how to set properties required for using the LAN-Fax Driver.

Note

❒ If your operating system is Windows NT 4.0, Windows 2000/XP, or Windows Server 2003, log on using an account that has Administrator rights.

Setting print properties

This section explains how to make settings such as paper size or resolution.

1 On the [Start] menu, point to [Settings], and then click [Printers].

With Windows XP Professional or Windows Server 2003, select **[Printers and Faxes]** on the **[Start]** menu.

With Windows XP Home Edition, select **[Control Panel]** on the **[Start]** menu. Next select **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.

2 Select to highlight [LAN-Fax M11], then click [Properties] on the [File] menu.

With Windows NT, click **[Document Defaults...]** on the **[File]** menu.

3 When using Windows 98/Me, click the [Paper] tab to set the following properties.

- Paper Size
- Orientation
- Tray
- Resolution
- Gray Scale
- Print as Graphics

4 When using Windows NT 4.0, set the following properties.

- Paper Size
- Orientation
- Tray
- Resolution

5 When using Windows 2000/XP or Windows Server 2003, click the [Printing Preferences...] button to set the following properties.

- Paper Size
- Orientation
- Tray
- Resolution

6 Click [OK].

Making settings for option configuration

Make settings for optional units installed in this machine.

1 On the [Start] menu, point to [Settings], and then click [Printers].

With Windows XP Professional or Windows Server 2003, select **[Printers and Faxes]** on the **[Start]** menu.

With Windows XP Home Edition, select **[Control Panel]** on the **[Start]** menu. Next select **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.

2 Select to highlight [LAN-Fax M11], then click [Properties] on the [File] menu.

3 Click the [Accessories] tab, and then make the settings for the option configuration.

4 When the machine is connected to a network, option configuration is automatically performed. If the settings do not match the installed optional units, click [Load from Device].

5 When the machine is connected locally to your computer, select the check boxes for the installed optional units.

6 Click [Apply].

Option configuration settings are complete.

7 Click [OK].

[Accessories] tab

The **[Accessories]** tab contains the following items besides option configuration items.

- Prohibit manual destination entry
  Check this option to inhibit direct destination specification.
- Enable E-mail
  Check this when using Internet Fax with the LAN-Fax function.
- IP-Fax
  Check this option when using IP-Fax.
  After checking this option, select a protocol by clicking an appropriate radio button.

Note

❒ If the options on this machine are not configured as instructed, LAN-Fax functions may fail.

❒ When this machine is connected to a network via the "SmartDeviceMonitor for Client" port, option configuration is automatically performed. For details, see LAN-Fax Driver's Help.

Basic Transmission

This section explains how to send fax documents created using Windows applications.

To send a fax, simply select **[Print...]** from the Windows application, then select **[LAN-Fax M11]** as the printer, and then specify a destination in the **[LAN-Fax]** dialog box.

Open the application document you want to send or create a new document, and then perform the following procedure.

For details, see Help.

Important

- ❒ When using SmartDeviceMonitor for Client, you cannot send documents to this machine using more than one LAN-Fax at the same time.

1 On the [File] menu, click [Print...].

2 Select [LAN-Fax M11] in the [Name:] list.

3 Click [OK].

The LAN-Fax dialog box appears.

The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M11]** for the printer.

4 Specify the destination.

For details about specifying a destination, see the LAN-Fax Driver's Help.

When user authentication is used with this machine, click **[User Settings...]**.

5 Specify necessary options.

6 Click [Send].

When you click **[Send & Print]**, the fax is sent to the destination and your machine prints a copy of the document you sent.

Note

- ❒ The machine can retain documents sent from a LAN-Fax Driver as files to be sent. For the maximum number of documents the machine can retain, see “Maximum Values”.
- ❒ For the maximum number of destinations you can specify per file, see “Maximum Values”.

Reference

p.149 “Specifying a destination using a destination list”

p.149 “Specifying a destination using Address Book”

p.150 “Specifying a destination by directly entering a fax number, Internet Fax destination, or IP-Fax destination”

p.151 “Specifying Options”

p.154 “Confirming Transmission Results by E-mail”

p.156 “Editing Address Book”

p.169 “Maximum Values”

Specifying a destination using a destination list

1 Click the [Address Book] or [Specify Destination] tab.

The **[Address Book]** or **[Specify Destination]** tab appears.

2 Select the [Device Address] (or [Use device address]) check box.

3 The machine's address is displayed in the [Device Address] field on the [Address Book] tab. On the [Specify Destination] tab, enter the registration number of the destination list in the [Device Address:] box.

4 Click [Set as Destination].

The entered destination is added and appears in the **[List of Destination:]** box.

If you add a destination by mistake, click the wrong destination, and then click **[Delete from List]**.

5 To specify more destinations, repeat steps 3 and 4.

Specifying a destination using Address Book

Important

- ❒ In order to use this method, you need to register destinations in the address list using Address Book.

1 Click the [Address Book] tab.

The **[Address Book]** tab appears.

2 Select a CSV file containing the desired destination list, from the [Address Book:] dropdown menu.

Up to the three most recently used files appear in the dropdown menu. To use a destination list that did not appear, click **[Browse...]**, and then select the file.

3 Select [Contact] or [Group] in the [Name:] dropdown menu as the display format.

Destination list contents change as follows, depending on the option selected:

- Contact: Individual name, company name, department name, fax number
- Group: Group name

If you selected **[Group]**, proceed to step 5.

4 If you selected [Contact] in step 3, select the type of fax from the [Type:] dropdown menu.

To send by standard fax or IP-Fax, select **[Fax]**. To send by Internet Fax, select **[E-mail]**.

5 Click the destination in the destination list to highlight it, and then click [Set as Destination].

The selected destination is added and appears in the **[List of Destination:]** box.

If you add a destination by mistake, click the wrong destination, and then click **[Delete from List]**.

In the Address Book list box, directly enter the name you want to search for. You can then jump to the name you entered.

6 To specify more destinations, repeat steps 2 through 5.

Note

❒ Destination list contents can be narrowed down by selecting the first letter of a contact name, company name or group name in the **[Search]** dropdown menu.

Specifying a destination by directly entering a fax number, Internet Fax destination, or IP-Fax destination

1 Click the [Specify Destination] tab.

The **[Specify Destination]** tab appears.

2 Select the type of fax from the [Type:] dropdown menu.

To send by standard fax or IP-Fax, select **[Fax]**. To send by Internet Fax, select **[E-mail]**.

After you select the fax type, the items corresponding to the selected type appear.

3 Specify the destination.

Specify the destination depending on the selected fax type as follows:

- If you selected **[Fax]**: enter the fax number. To send by IP-Fax, enter the IP-Fax destination.
- If you selected **[E-mail]**: enter the e-mail address.

To enter a pause in the fax number, click **[Pause]**. If you selected **[E-mail]** in step 2, **[Pause]** is not available.

4 Specify settings according to the type of fax transmission.

Specify settings according to the type of fax transmission selected in step 2, as follows:

- If you selected **[Fax]**, select a line or a protocol in the **[Line:]** list.
- If you selected **[E-mail]**, select the **[Do not use SMTP server]** check box if you want to bypass the SMTP server.

5 Click [Set as Destination].

The entered destination is added and appears in the **[List of Destination:]** box.

If you add a destination by mistake, click the wrong destination, and then click **[Delete from List]**.

6 To specify more destinations, repeat steps 2 through 5.

Note

❒ For the maximum number of digits for a destination, see "Maximum Values".

Reference

p.38 "Sending Over a Fax Line"
p.41 "Sending by IP-Fax"
p.44 "Sending to an E-mail Address"
p.169 "Maximum Values"

5

Specifying Options

You can specify the options in the following list.

For details about transmission options, see the LAN-Fax Driver's Help.

- Sending at specific time
- Print Fax Header
- Attach a Cover Sheet
- Preview
- Save as file

To send a fax document at a specific time

1 Click [Send Options].

The **[Send Options]** tab appears.

2 Select the [Sending at specific time] check box, and then specify a transmission time.

To print a sender stamp

1. **Click [Send Options].**
   The **[Send Options]** tab appears.
2. **Select the [Print Fax Header] check box.**

To attach a cover sheet

1. **Click [Send Options].**
   The **[Send Options]** tab appears.
2. **Select the [Attach a Cover Sheet] check box.**
   A cover sheet is attached to the document you are sending.
   Click **[Edit Cover Sheet...]** to edit the cover sheet.

   Reference
   p.159 "Editing Fax Cover Sheets"

To display preview

Selecting the **[Preview]** check box allows you to check how the fax document will be output at the destination.

1. **Click [Send Options].**
   The **[Send Options]** tab appears.
2. **Select the [Preview] check box.**
3. **Click [Print], [Send] or [Send & Print].**
   The **[Preview]** window appears.
4. **Click [Next] or [Previous] to check the image.**
   To close the **[Preview]** window, click **[Cancel]**.

Saving as files

You can save the fax document in TIFF format (TIFF-F).

1. **Click [Send Options].**
   The **[Send Options]** tab appears.
2. **Select the [Save as file] check box.**
3. **Click [Save to...].**
4. **Select a folder on the folder tree.**

5 Select a method of file naming.

To enter a file name manually, select the **[Specify file name when saving]** check box. To have the file assigned a name and saved automatically, select the **[Automatically create a new file]** check box.

6 Click [OK].

7 Click [Save] or [Save & Send].

If you select **[Automatically create a new file]**, the image file is assigned a name and saved under the specified folder.

The file name will be RicHHMMSS.tif (HH: hours, MM: minutes, SS: seconds).

8 Enter a file name.

You can also change the folder in this step.

9 Click [Save].

The image file is saved in the specified folder.

Note

- ❒ Single-page documents are saved as single TIFF files, and multiple-page documents are saved as multiple TIFF files.

Checking Transmission Using LAN-Fax Driver

From "SmartDeviceMonitor for Admin", "SmartDeviceMonitor for Client", or Web Image Monitor, you can check information about files sent using LAN-Fax Driver. For the maximum number of transmission results you can check, see "Maximum Values".

Also, you can save the contents of the Journal in a personal computer as a CSV file using **[Load Fax Journal]** in "SmartDeviceMonitor for Admin".

Note

- ❒ When data is transmitted from the LAN-Fax Driver via the "SmartDeviceMonitor for Client" port, the "`Data-transmission complete.`" message appears on the computer's display, so you can easily ascertain the communication progress. However, if the volume of communication data from the LAN-Fax to this machine increases, the message may appear during the operation, due to the differences in memory capacity between this machine and "SmartDeviceMonitor for Client". For more accurate fax transmission results, use "E-mail TX results".
- ❒ The job history may differ from the machine's transmission results. In that case, refer to the machine's transmission results.
- ❒ See the relevant Help for details.

Reference

p.130 "Communication Result Report (Memory Transmission)"

p.169 "Maximum Values"

Confirming Transmission Results by E-mail

After communicating in the LAN-Fax mode, this function transmits the communication results with the computer by e-mail.

Important

- ❒ To confirm transmission results by e-mail, the optional printer/scanner unit must be installed.

When you have done **[Send]** or **[Send & Print]** using the LAN-Fax, and when the communication was successful, it transmits e-mail of the transmission result.

Result notification e-mail is sent when printing is complete, or if an error occurs during communication between this machine and a computer.

1 Click the [E-mail Settings] tab.

2 Select the [Notify] check box under [E-mail TX results].

3 Enter the destination.

When entering the e-mail address directly, click the **[Specify destinations]** radio button, and then enter the e-mail address in the **[Specify destinations]** field.

When entering the machine's programmed address, click the **[Device Address]** radio button, and then enter the registration number of the destination list in the **[Device Address]** box.

The **[Device Address]** box is unavailable when **[Specify destinations]** is selected, and you cannot enter anything in the text box.

4 Click [Send] or [Send & Print].

Note

- ❒ You can confirm transmission results using the E-mail TX Result function and the Communication Result Report. You can set whether to use both of these together in User Parameters (switch 10, bit 6) in the Fax Features menu.
- ❒ If there be any insufficient configurations in the e-mail menu on this machine, or if "Auto Specify Sender Name" is set to "Off", the LAN-Fax result notification e-mail is not transmitted, and the LAN-Fax Result Report is printed. See "System Settings", General Settings Guide for the e-mail settings, and see "LAN-Fax Result Report" for the LAN-Fax Result Report.

Reference

p.130 "Communication Result Report (Memory Transmission)"

p.155 "LAN-Fax Result Report"

"System Settings", General Settings Guide

"Fax Features", General Settings Guide

LAN-Fax Result Report

This section explains the LAN-Fax Result Report.

If "E-mail TX results" is set to "Notify", if there be any insufficient configurations in the e-mail menu on this machine, or if "Auto Specify Sender Name" is set to "Off", the LAN-Fax result notification e-mail is not transmitted, and the LAN-Fax Result Report is printed. If the "E-mail TX Result" of "Sender Settings" has not been set at "E-mail", the LAN-Fax Result Report is printed.

Note

- ❒ Whether or not the LAN-Fax Result Report is printed, can be configured with User Parameters (Switch 20, bit 0) in the Fax Features menu.
- ❒ When executing **[Send]** or **[Send & Print]** with the LAN-Fax Driver, and when the E-mail TX Result Report has not arrived, the Communication Result Report is printed.

Reference

p.130 "Communication Result Report (Memory Transmission)"

"Fax Features", General Settings Guide

5

Printing and Saving

You can print documents created using Windows applications.

Open the application document you want to print or create a new document, and then perform the following procedure.

For details about printing the fax image, see the LAN-Fax Driver's Help.

1 On the [File] menu, click [Print...].

2 Select [LAN-Fax M11] in the [Name:] list, and then click [OK].

The **[LAN-Fax]** dialog box appears.

The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M11]** for the printer.

3 Click [Print] or [Send & Print].

You can save the fax image in a file. See "Specifying Options".

Note

- ❒ You can also save documents in TIFF format. For details about saving in TIFF format, see "Saving as files".
- ❒ You can select the length of time the machine keeps document data in memory if print failed due to problems such as paper shortage or paper jams. Make this setting with User Parameters (switch 20, bit 2, 3, 4, 5) in the Fax Features menu. Data is deleted when the specified length of time elapses.

Reference

p.151 “Specifying Options”
p.152 “Saving as files”
“Fax Features”, General Settings Guide

Editing Address Book

You can program and edit destinations in the address list using the Address Book.

For details about the Address Book, see the LAN-Fax Driver's Help.

Note

❒ You can use files created in CSV format as Address Book data. For this purpose, create CSV files that conform to a certain format. For more information, see Help.

5

Programming new destinations

1 On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [Address Book].

The **[Address Book]** dialog box appears.

If LAN-Fax Driver has already started up, click **[Edit Address Book...]**.

2 Click [New/Browse...], and then select the CSV file containing the address list to be edited.

3 Enter the destination and name.

You can enter a contact name, company name, department name, fax number, e-mail address, and IP-Fax address. The name and destination (Fax Number, E-mail address or IP-Fax address) cannot be omitted.

4 Click [Add].

The destination is added to the destination list.

5 Click [Close].

6 If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing display, click **[Cancel]**.

The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Note

- ❒ To program the contents of the destination list of this machine to the Address Book, select the **[Use device address]** check box, then enter the destination list's registration number in the **[Device Address:]** field.
- ❒ For **[Line:]** under **[Fax Number:]**, the following line types are selectable; G3, G3-2, G3-3, G4, G3 Dir. Auto, G3 PABX Auto, or I-G3. However, this machine supports G3 only.
- ❒ For **[Protocol:]** under **[IP-Fax address:]**, select **[H.323]** or **[SIP]**.
- ❒ To bypass the SMTP server, under the **[E-mail address:]** box, select the **[Do not use SMTP server]** check box.

Editing programmed destinations

1 On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [Address Book].

The **[Address Book]** dialog box appears.

If LAN-Fax Driver has already started up, click **[Edit Address Book...]**.

2 Click [New/Browse...], and then select the CSV file containing the address list to be edited.

3 Select the destination you want to edit so it is highlighted in the list.

4 Edit the data.

5 Click [Update].

6 Click [Close].

7 If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing display, click **[Cancel]**.

The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Deleting programmed destinations

1. **On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [Address Book].**

   The **[Address Book]** dialog box appears.

   If LAN-Fax Driver has already started up, click **[Edit Address Book...]**.

2. **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**

3. **Select the destination you want to delete so it is highlighted in the list.**

4. **Click [Delete].**

5. **Click [Yes].**

6. **Click [Close].**

7. **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

   If you do not want to save the changes and want to quit editing, click **[No]**.

   To return to the editing display, click **[Cancel]**.

   The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Using the Machine's Address Book Data in the Destination List of the LAN-Fax

You can save information about fax destinations registered to this machine in a personal computer as a CSV file using "Address Management Tool" in "SmartDeviceMonitor for Admin". Saved CSV files can be inserted into the destination table of the LAN-Fax Driver by selecting **[New/Browse...]** in Address Book. Save the file again for the LAN-Fax Driver.

Note

- ❒ When destinations registered in groups by this machine are inserted into Address Book, each person's destination is determined according to the following order of priority (check before inserting and changing the order of priority, if necessary): IP-Fax destination → Fax number → Mail address
- ❒ You may not be able to use the machine when it is updating the Address Book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes.
- ❒ For details, see "SmartDeviceMonitor for Admin" Help.

Editing Fax Cover Sheets

LAN-Fax Cover Sheet Editor allows you to edit the format for fax cover sheets.

Important

❒ It is necessary to create a cover sheet file before attaching a cover sheet to fax document using LAN-Fax Driver.

Creating a cover sheet

Use the following procedure to create a fax cover sheet.

You can edit the following items using LAN-Fax Cover Sheet Editor.

- Company name as destination information
- Department name as destination information
- Contact name as destination information
- Company name as sender information
- Department name as sender information
- Contact name as sender information
- Telephone number as sender information
- Fax number as sender information
- Date
- Message

1 On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [LAN-Fax Cover Sheet Editor].

The **[LAN-Fax Cover Sheet Editor]** dialog box appears.

2 Edit the cover sheet.

For details about operations, see Help.

3 Click [Save as...] on the [File] menu.

4 Select a folder, and then enter a file name.

5 Click [Save].

Note

❒ Cover sheet data is stored in its own format (using “fcp” as its extension).

Attaching a created cover sheet

Use the following procedure to attach a created cover sheet file to a fax document.

1. **On the [File] menu, click [Print...].**
2. **Select [LAN-Fax M11] in the [Name:] list, and then click [OK].**

   The **[LAN-Fax]** dialog box appears.
3. **Click [Edit Cover Sheet...].**

   The **[Cover Sheet]** dialog box appears.
4. **Select a cover sheet file from the dropdown list or after clicking [Browse...] in [Select Cover Sheet].**

   The selection made in **[Select Cover Sheet]** is not canceled unless you select another file. If you want to change only destination information, omit this step and proceed to step 5.
5. **Select the type of information from [To:].**

   You can select **[Use Address Book]**, **[To Whom It May Concern]**, **[Edit Names]**, or **[(None)]**. Selecting **[Edit Names]** allows you to enter company, department, and contact names.
6. **To print the date, select the [With a Date] check box.**
7. **Enter the sender information.**

   You can enter company, department, and contact names, and telephone and fax numbers.

   To add a message, select the **[With a Message]** check box, and then enter a message.
8. **Click [OK].**
9. **Specify a destination.**
10. **Click the [Send Options] tab, and then select the [Attach a Cover Sheet] check box.**
11. **Click [Send] or [Send & Print].**

Managing Facsimile Functions Using SmartDeviceMonitor for Admin

You can check information about this machine's fax functions using a computer and save files on a computer using SmartDeviceMonitor for Admin.

Note

- ❒ For details about SmartDeviceMonitor for Admin and its installation, see "Monitoring and Configuring the Printer", Network Guide.
- ❒ For details, see Network Guide and SmartDeviceMonitor for Admin Help.

Reference

"Monitoring and Configuring the Printer", Network Guide

LAN-Fax Operation Messages

This section explains typical operation error messages displayed on the computer when using the LAN-Fax Driver, and solutions to those messages.

Message	Causes and Solutions
`Cannot connect to the device.`	Check the network connection. Check that the power is turned on.
`The number of entries in Destinations exceed the limits. Up to 300 entries can be entered.`	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 300.
`"LAN-Fax" has already been launched. Cannot launch it again.`	The **[LAN-Fax]** dialog box is already open. Quit LAN-Fax once, and then start it up again.
`Failed to allocate memory.`	Available memory on the computer is insufficient. Quit applications currently not in use.

Programming Destination Information from Web Browser

If the receiving machine is compliant with T.37 full mode Internet Fax, you can program the receiver's properties from Web Image Monitor. You can program the following properties:

- Compression type
- Paper size
- Resolution

Note

❒ It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

❒ You can also check and manage the documents using DeskTopBinder.

❒ For a detailed description, see Help for Web Image Monitor.

❒ When a receiver that is programmed as full mode in the Address Book returns a Reception Notice e-mail, the contents of the newly received e-mail overwrite the existing information.

Reference

p.28 “T.37 Full Mode”

“System Settings”, General Settings Guide

“Monitoring and Configuring the Printer”, Network Guide

To Edit Machine Properties Already Programmed

Follow these steps to use Web Image Monitor to edit information about the destination machine registered in the Address Book.

1 Start the Web browser.

2 Enter the IPv4 address of the machine you want to monitor after “http://” in the address field.

The top screen is displayed.

3 Click [Login], and then enter the Administrator's name and password.

4 Click [Address Book] in the left pane.

The Address Book is displayed.

5 Click the radio button to the left of the machine you want to modify, and then click [Change].

The **[Change User]** page appears.

6 Set the properties for Internet Fax data format other than the mode selection.

If you change the mode to "Simple Mode", you cannot set machine properties.

7 Click [OK] at the upper-left of the screen.

To cancel the setting, click **[Cancel]** in the upper-left of the screen.

The Address Book is displayed.

8 Close the Web browser.

To Add New Receiver

Follow these steps to use Web Image Monitor to add a new destination to the Address Book.

1 Start the Web browser.

2 Enter the IPv4 address of the machine you want to monitor after "http://" in the address field.

The top screen is displayed.

3 Click [Login], and then enter the Administrator's name and password.

4 Click [Address Book] in the left pane.

The Address Book is displayed.

5 Click [Add User].

The **[Add User]** page appears.

6 Enter the registration number, name, and e-mail address, then set the necessary properties.

You can set the Internet Fax data format after entering the e-mail address.

7 Click [Full Mode] under [Internet Fax Data Format], and set the properties according to the receiver's properties.

If you change the mode to "Simple Mode", you cannot set machine properties.

8 Click [OK] in the upper-left of the screen.

To cancel the setting, click **[Cancel]** in the upper-left of the screen.

The Address Book is displayed.

9 Close the Web browser.

6. Appendix

This section explains features and specifications of the facsimile function.

Programming Frequently Used Functions to User Function Keys

For time saving and convenience, register frequently used functions to User Function keys (【F1】, 【F2】, and 【F3】).

You can register the following functions to User Function keys:

- Print Journal
- TX File Status
- RX File Status
- 2 Sided TX (option)
- Print Fax Header
- Forwarding
- Switch Reception Mode
- Start Manual Reception
- Sender Settings
- E-mail Options (option)
- Print TX Status Report
- Manual E-mail Reception (option)
- Use SMTP Server (option)
- SUB/SEP Code
- ✱Not programmed

Reference

"Fax Features", General Settings Guide

Specifications

❖ Fax Transmission and Reception

Standard	G3
Resolution	G3: 8 × 3.85/mm, 200 × 100 dpi (Standard character), 8 × 7.7/mm, 200 × 200 dpi (Detail character), 8 × 15.4/mm (Fine character)
Transmission time	G3: 3 seconds at 28,800 bps, Standard resolution (JBIG transmission: 2 seconds)
Data compression method	MH, MR, MMR, JBIG
Maximum original size	Standard size: A4▭, $8^1/_2$" × 14" Custom size: 216 × 1200 mm/$8^1/_2$" × 47"
Maximum scanning size	216 × 1200 mm/$8^1/_2$" × 47"
Print process	Printing on standard paper using a laser
Transmission speed	G3: 33,600 / 31,200 / 28,800 / 26,400 / 24,000 / 21,600 / 19,200 / 16,800 / 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400bps (auto shift down system)

❖ Power Consumption

Immediate Transmission	approx. 110 W
Memory Transmission	approx. 85 W
Memory Reception	approx. 85 W
Reception	approx. 350 W

❖ IP-Fax Transmission and Reception

Network	LAN: Local Area Network Ethernet/10base-T, 100base-TX, IEEE802.11b (wireless LAN)
Scan line density	8 × 3.85 mm, 200 × 100 dpi (Standard character), 8 × 7.7 mm, 200 × 200 dpi (Detail character), 8 × 15.4 mm (Fine character)
Maximum original size	Standard size: A4▭, $8^1/_2$" × 14" Custom size: 216 × 1200 mm/$8^1/_2$" × 47"
Maximum scanning size	216 × 1200 mm/$8^1/_2$" × 47"
Transmission protocol	Recommendation: T.38, TCP, UDP/IP communication, SIP (RFC 3261 compliant), H.323 v2
Compatible machines	IP-Fax compatible machines

IP-Fax transmission function	Specify an IPv4 address and send faxes to an IP-Fax compatible fax through a network. Also capable of sending faxes to a G3 fax connected to a telephone line via a VoIP gateway.
IP-Fax reception function	Receive faxes sent from an IP-Fax compatible fax through a network. Also capable of receiving faxes from a G3 fax connected to a telephone line via a VoIP gateway.

❖ Internet Fax Transmission and Reception

Network	LAN : Local Area Network Ethernet/10Base-T, 100Base-TX, IEEE802.11b (wireless LAN)
Transmit function	E-mail
Scan line density	200 × 100 dpi (Standard character), 200 × 200 dpi (Detail character), 200 × 400 dpi (Fine character) *1
Original size : Scanning width	A4
Communication Protocols	• Transmission SMTP, TCP/IP • Reception POP3, SMTP, IMAP4, TCP/IP
E-mail format	Single/Multi-part, MIME Conversion Attached file forms: TIFF-F (MH, MR *1 , MMR *1 compression)
Authentication method	SMTP-AUTH, POP before SMTP, A-POP
Internet communication	Send and receive e-mail with a computer that has an e-mail address
E-mail send functions	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
E-mail receive functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

*1 Full mode

Specifications Required for the Internet Fax Destination Machines

This machine can communicate with Internet Fax machines that satisfy the following specification requirements.

When communicating with full mode compatible machines, you can take advantage of higher specifications for coding, original size, and resolution. For details about the specifications available in full mode, see "Internet Fax Transmission and Reception" in "Specifications".

Communication protocols	• Transmission SMTP • Reception POP3, SMTP, IMAP4
E-mail format	• Format MIME, Base64 • Content-Type Image/tiff Multipart/mixed (text/plain, Image/tiff (attached file forms))
Data format	• Profile TIFF Profile S • Coding MH • Original size A4 • Resolution (dpi) 200 × 100/200 × 200 or 204 × 98/204 × 196

Reference

p.166 "Specifications"

Maximum Values

The following list contains the maximum value for each item.

Item	Description
Memory	4 MB
Number of documents you can store in memory for Memory Transmission	200
Number of pages you can store in memory (using A4 Standard <ITU-T #1 Chart>)	Approx. 320
Number of destinations you can register in the destination list	150
Number of groups you can register	10
Number of destinations you can register in a group	100
Number of destinations you can specify per file	300
Number of destinations you can specify for all files (including files in memory)	300
Number of destinations you can search for at a time	100
Number of redials the machine can store	10
Number of digits for a destination	128
Number of characters you can enter in the e-mail subject line	128
Number of digits for a SEP/SUB/PWD/SID Code	20
Number of communication results you can check on this machine	100
Number of communication results printed in the Journal	50
Number of special senders you can register	30
Number of LAN-Fax Driver transmission results you can check from a network computer "SmartDeviceMonitor for Admin", "DeskTopBinder", or Web Image Monitor.	70
Number of documents sent from a LAN-Fax Driver that the machine can retain as files to be sent	200

Note

❒ The maximum number of pages that can be stored or transmitted may decrease depending on the contents of documents.

INDEX

1 Sided for 1st Page, 100
2 Sided from 1st Page, 100
2 Sided TX, 100

A

Acceptable original sizes, 31
Add Dest, 16
Address Book, 143, 156
Address Book Management, 55
Add User, 163
Adjust Sound Volume, 5
Administrator Tools, 5
Advanced Search, 70
ARDF, 1
Attach a Cover Sheet, 152
Attaching a created cover sheet, 160
Attach Subject, 86
Authorized Reception, 5
Authorized Reception per Sender, 5
Auto e-mail reception, 109
Auto fax reception power-up, 116
Automatic Redial, 15
Auto Reception, 108
Auto Run program, 144
Auto Switch, 107

B

Basic Transmission, 148
Before use, 142
Broadcasting sequence, 16
Bypassing the SMTP server, 47

C

Canceling a Memory Transmission, 77
Canceling an Immediate Transmission, 77
Canceling a transmission, 77
Canceling a transmission before the original is scanned, 77
Canceling a transmission before the transmission is started, 79
Canceling a transmission of an Internet Fax, 77
Canceling a transmission while the original is being scanned, 77
Canceling a transmission while the original is being transmitted, 78
Centre Mark, 5, 118
Check Destination key, 52
Checkered Mark, 5, 117
Checking files stored in memory, 123
Checking the reception result, 133
Checking the result of the communication, 130
Checking the result of the Immediate Transmission, 131
Checking the specified destination, 52
Checking the transmission result, 127
Checking transmission using LAN-Fax Driver, 153
Clear Modes key, 2, 77
Clear/Stop key, 77, 78
Communicating indicator, 78
Communication Failure Report, 132
Communication Page Count, 5
Communication Result Report, 130
Confirming by e-mail, 129
Confirming by report, 128, 134
Confirming by report and e-mail, 129
Confirming on display, 127, 133
Confirming the reservations for SEP Code Reception, 98
Confirming the result of a SEP Code Reception, 99
Confirming transmission results by e-mail, 154
Creating a cover sheet, 159
CSI - Own Fax Number, 106

D

Darker key, 36
Deleting programmed destinations, 158
Detail, 35
Detecting blank sheet, 32
Display List, 61
Double-Sided Transmission, 100
Dual Access, 16

E

ECM (Error Correction Mode), 17
Edit Cover Sheet..., 160
EditDest, 41, 44
Editing Address Book, 156
Editing fax cover sheets, 159
Editing programmed destinations, 157
E-mail, 83
E-mail Options, 86
E-mail Settings, 5
E-mail subject, 27
E-mail text, 110
E-mail TX Result, 129
E-mail TX results, 154

Enable H.323, 5
Enable SIP, 5
Entering an e-mail address, 44
Entering an IP-Fax destination, 41
Entering a pause, 39
Entering a tone, 39
Entering numbers using the number keys, 38
Escape key, 3
External telephone, 75, 107

F

Facsimile key, 2
Fax Features, 5
Fax Header Print, 90
Fax via computer, 141
Fine, 35
Folder TX Result Report, 5
Forwarding, 5
Forwarding destination, 112
Forwarding received documents, 112
Full mode, 28, 162
Function list, 5
Functions not available for e-mail reception, 27
Functions not available for e-mail transmission, 27
Functions not available for IP-Fax transmission, 23

G

G3 Analog Line, 5
Gatekeeper (VoIP gatekeeper), 22
Gateway Settings, 5
Gateway (VoIP gateway), 22
General Settings/Adjust, 5

H

H.323, 22
H.323 Settings, 5
How to Read This Manual, 1

I

If memory runs out while storing an original, 17
If there is no paper of the correct size, 120
Image density (contrast), 36
Image Density key, 36
Immediate Reception, 103
Immediate Transmission, 9, 17
Immediate TX Result Report, 131
Installing individual applications, 145
Internet fax destination machines, 168
Internet Fax functions, 24
Internet Fax Settings, 5
IP, 68
IP-Fax functions, 20
IP-Fax Settings, 5

J

JBIG reception, 115
JBIG transmission, 35
Job Information key, 79, 123, 127, 133, 135
Journal, 134, 136
Journal by e-mail, 138
Just size printing, 121

L

Label Insertion, 91
LAN-Fax Cover Sheet Editor, 144, 159
LAN-Fax Driver, 141, 143
LAN-Fax operation messages, 161
LAN-Fax Result Report, 155
LDAP Search, 58
LDAP server, 58
Lighter key, 36

M

Making settings for option configuration, 147
Managing facsimile functions using SmartDeviceMonitor for Admin, 161
Manual, 41, 44
Manual Dial, 75
Manual E-mail Reception, 110
Manual Reception, 107
Manuals for This Machine, i
Maximum E-mail Size, 5
Maximum values, 169
MDN, 88
Memory Lock, 5
Memory Reception, 104
Memory Storage Report, 76
Memory Transmission, 9, 11
Memory Transmission sequence, 16
Menu Protect, 5
Mixing scan settings for a multiple page original, 37

N

Name of major item, 1
Names of major functions, 1
Notes on using Internet Fax, 26
Notes on using IP-Fax, 23

O

OK key, 3
On Hook Dial, 73
On Hook Dial key, 73
On Hook Release Time, 5
Operation switch, 116
Original size, 31
Original Type, 34

P

Page separation and length reduction, 119
Paper size and scanned area, 31
Parallel Memory Transmission, 9, 15
Parameter Setting, 5
Password (PWD), 98
Password (SID), 95
Pause/Redial key, 39, 53
Photo, 34
Placing into the ARDF, 29
Placing on the exposure glass, 29
Placing originals, 29
Preview, 152
Print, 125
Print completion beep, 117
Print Fax Header, 90, 152
Printing a file from memory, 125
Printing a file received with Memory Lock, 139
Printing a list of files in memory, 123
Printing and saving, 155
Printing the Journal, 135
Print Journal, 5, 135
Print Memory Lock File, 139
Print Reception Time, 5
Print TX Standby File, 125
Print TX Standby File List, 5, 123
Program, 52, 53, 56, 57
Program Fax Information, 5
Programmed Name, 91
Program Memory Lock ID, 5
Programming destination information from Web browser, 162
Programming destinations from Check Destination screen, 56
Programming destinations from Redial screen, 57
Programming destinations in the Address Book, 55
Programming frequently used functions to User Function keys, 165
Programming new destinations, 156
Program Special Sender, 5
Properties, 146
PWD Code, 98

Q

Quick Dial key, 49, 50

R

Reading the display, 2
Reading the display panel and using keys, 3
Received images, 110
Receive File indicator, 105, 139
Receiving documents according to parameter-specified settings, 106
Receiving documents unconditionally, 105
Receiving Internet Fax documents, 109
Reception functions, 112
Reception modes, 107
Reception Notice, 88
Reception notice message, 88
Reception Settings, 5
Reception time, 118
Redial, 53
Regarding IP-Fax destinations, 43
Report, 76, 98, 99, 123, 130, 131, 132, 136, 155
Resolution, 35
Returning the machine to the standby mode, 2
Return Receipt, 88
Routing e-mail received via SMTP, 114
RTI - Own Name, 106
RX File Status, 133
RX Mode Auto Switch Time, 5

S

Saving as files, 152
Scan Settings, 34
Scroll keys, 3
Search Address Book, 58
Search by destination list, 61
Search by E-mail Address, 66
Search by fax number, 64
Search by IP-Fax destination, 68
Search by LDAP server, 70
Search by Name, 59
Search by Registration No., 62
Search Destination key, 58
Search Fax Destination, 64, 68
Searching for a destination in the Address Book, 58
Search LDAP, 58, 70
Select Dial/Push Phone, 5
Selecting type of transmission, 10
Selection keys, 3
Select Server, 70
Send at Specified Time, 81

Sender Settings, 83
Sending at a specific time, 81
Sending at specific time, 151
Sending by Internet Fax, 44
Sending by IP-Fax, 41
Sending fax documents from computers, 141
Sending multiple originals using the exposure glass, 14, 19
Sending over a fax line, 38
Sending to an e-mail address, 44
Send Later, 81
SEP Code RX, 96
SEP Code RX Reserve Report, 98
SEP Code RX Result Report, 99
Setting LAN-Fax Driver properties, 146
Setting print properties, 146
Setting priority trays, 120
Set User Function Key, 5
SID Code, 95
Simultaneous Broadcast, 16
SIP, 22
SIP server, 22
SIP Settings, 5
SMTP reception using Internet Fax, 113
SMTP RX File Delivery, 5
Specifications, 166
Specifying a destination, 38
Specifying a destination by directly entering, 150
Specifying a destination using Address Book, 149
Specifying a destination using a destination list, 149
Specifying a destination using the Quick Dial keys, 49
Specifying a group of destinations using the Quick Dial keys, 50
Specifying a host name, 43
Specifying an alias telephone number, 43
Specifying an IPv4 address, 41
Specifying a SIP user name, 43
Specifying options, 151
Stamp, 83
Standard, 35
Start Manual Reception, 107
Stop Communication, 79
Stop TX, 78, 79
SUB Code TX, 93
Subject, 86
SUB/SEP Code, 93, 96
Substitute Reception, 105
Switching between Memory and Immediate Transmission, 9
Switching the reception mode, 108
Switch Reception Mode, 5
Switch RX Mode key, 107, 108
Symbols, 1
System Settings, 55

T

T.37 full mode, 28, 162
Terminology, 22
Text, 34
TIFF-F format, 24
To add new receiver, 163
To edit machine properties already programmed, 162
Tone, 39
Top to Bottom, 100
Top to Top, 100
Transmission, 11, 17
Transmission modes, 9
Transmitting Journal by e-mail, 138
TSI Print (Transmitting Subscriber Identification Print), 119
TSI - Transmitting Subscriber Identification, 119
Two-Sided Transmission, 100
TX File Status, 127
TX Mode, 81, 86, 88, 90, 91, 93, 96
TX Standby File List, 123
Types of reception, 103

U

User Function keys, 165
User Tools/Counter key, 5, 55
Using the machine's Address Book data in the destination list of the LAN-Fax, 158
Using the Quick Dial keys, 49
Using the software, 142

CE

Declaration of Conformity

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

Notice to Users Accessing Analog PSTN in EEA Countries

This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance.

The CE Declaration of Conformity is available by accessing the URL:
http://www.ricoh.co.jp/fax/ce_doc/ and selecting the product applicable.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows® 95
- The product name of Windows® 98 is Microsoft® Windows® 98
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows NT® are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

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